



American Legion  
**MEL BAHER**  
COMMISSIONER



American Veterans  
**FRANK POCCHI**  
COMMISSIONER



Disabled American Veterans  
**LENON WRIGHT**  
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: February 5, 2025 9:30 a.m.

**PRESENT:**

James Riley, President  
Frank Pocci, Vice President  
Lenon Wright, Secretary  
Bob Potts, Commissioner  
Mel Baher, 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 Jim Riley with the Pledge of Allegiance. Secretary Lenon Wright called roll.

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 Bob Potts. Discussion: None.

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

### **COMMISSIONERS REPORTS**

#### Mel Baher – American Legion

- January 8<sup>th</sup> – attended the 13<sup>th</sup> District meeting held at Post 196 in Brecksville at 7:30 p.m.
  - provided November 2024 financial reports as District Finance Officer
- January 9<sup>th</sup> – attended Post 91 membership meeting held at 7:00 p.m.
  - presented December 2024 financial reports as Post Finance Officer
- January 17<sup>th</sup> – left for Dublin, Ohio to attend the American Legion Department of Ohio Mid-winter Conference held at the Marriott Inn on Saturday, January 18<sup>th</sup> and Sunday January 19<sup>th</sup>. Returned home Sunday evening
- January 23<sup>rd</sup> – attended Post 91 Executive Board meeting held at 7:00 p.m.

- presented updated December 2024 financial reports as Post Finance Officer
- January 27<sup>th</sup> – attended the 13<sup>th</sup> District Executive Board meeting held at 7:00 p.m.
- provided December 2024 financial reports as District Finance Officer
- January 30<sup>th</sup> – attended the Ohio Attorney Generals training session in Columbus, Ohio on behalf of the American Legion 13<sup>th</sup> District and American Legion Post 91. Information to be distributed to posts at next district meeting

Volunteered at Post 91 with planned activities and work parties, as needed.  
Contacted Mary with several DD214 requests.

#### Frank Pocci – AMVETS

- Attended Guitars 4 Vets lesson
- Provided deceased veteran's family with a flag case
- Attended the ITAM State meeting in Lorain, Ohio
- Provided flags to two veterans who needed a replacement
- Referred one veteran to the VSC

#### James Riley – VFW

- January 7<sup>th</sup> – Guitars 4 Vets lessons
- January 9<sup>th</sup> – Catholic War Veterans meeting
- January 10-12<sup>th</sup> – VFW mid-winter meeting
- January 14<sup>th</sup> – Joint Veterans Council meeting
- January 14<sup>th</sup> – Guitars 4 Vets lessons
- January 21<sup>st</sup> – monthly VFW #2533 meeting
- January 21<sup>st</sup> – Guitars 4 Vets lessons
- January 28<sup>th</sup> – Guitars 4 Vets lessons

Provided flag case to deceased veteran family member  
Submitted to DD214 requests

#### Lenon Wright - DAV

- January 3<sup>rd</sup> – met with the supervisor of the Men's Homeless Shelter and donated bus tickets worth \$100
- January 8-11<sup>th</sup> – supervised information table for the DAV at the IX Center during the RV Show
- January 12<sup>th</sup> – attended the monthly DAV Chapter Meeting. Served as the Treasurer and Adjutant for the Chapter
- January 16-19<sup>th</sup> – supervised the information table for the DAV at the IX Center during the boat show

#### Bob Potts – VVA

- Nothing to report

#### **OLD BUSINESS**

The Executive Director gave his weekly building update. There was a slight delay with furniture placement changes, but construction is still expected to be completed by November 2025.

The lease extension for the current building is with the county. No update has been provided.

The county is working out concerns with the lease for the storage facility. Items will continue to be stored at the U-Haul facility until there is a resolution.

Off-site staffing has been reduced in order to ensure sufficient staffing at the main office. Satellite offices are open on Monday and Tuesday at Wade Park and Wednesday and Thursday at Parma until further notice.

Topics for the upcoming community partner luncheon will be Honor Guard, Color Guard and volunteer coordination. The goal is to maximize impact.

**NEW BUSINESS:**

The cost of the VSC phone system, Five9, has increased. Executive Director Jon Reiss will meet with the company to get a better understanding of the increase prior to a new resolution being signed.

**GOOD OF THE ORDER:**

Commissioner Pocci referred a veteran to the VSC for Aid and Attendance for the spouse of a veteran. Clarifications were provided by Deputy Director Williams.

Commissioner Baher mentioned that he attended an American Legion meeting about what charity funds can be used for. All funds must go to veterans and the charity must be based in Ohio.

**EXECUTIVE SESSION:**

A motion was made by Mel Baher to go into Executive Session to consider discipline, employment and compensation of a public employee. Motion seconded by Bob Potts.

AYES: Baher, Pocci, Potts, Riley, Wright. NAYS: None. Motion carried. (10:08 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 10:55 a.m. In executive session the Board discussed a discipline, employment and compensation of a public employee. The Director and Deputy Director were directed on how to proceed.

A motion was made by Lenon Wright to execute the termination of probationary employee John Mauro. Motion seconded by Mel Baher. Discussion: None.

AYES: Baher, Pocci, Potts, Riley, Wright NAYS: None.

A motion was made by Bob Potts to promote John Rosine to Service Department Manager at the appropriate pay rate. Motion seconded by Mel Baher. Discussion: None.

AYES: Baher, Pocci, Potts, Riley, Wright NAYS: None.

A motion was made by Bob Potts to accept the voluntary demotion of JoAnne Boulter from Veteran Service Officer to Outreach Coordinator/Volunteer Coordinator. Motion seconded by Frank Pocci. Discussion: None.

AYES: Baher, Pocci, Potts, Riley, Wright NAYS: None.

With no further business, a motion was made by Bob Potts to adjourn the meeting at 10:50 a.m. Motion seconded by Mel Baher.

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



Jim Riley, President



Lenon Wright, Secretary

**CONTACT INFORMATION**

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

Melinda Halliburton, Service Office Mgr. (216-698-2639)  
Geniece Garner (216)-698-4955  
Jon Reiss (216-698-2611)  
Feronne Williams (216-698-3845)  
Mary Kitko, Secretary to the Board (216-698-2651)