



American Legion  
**MEL BAHER**  
COMMISSIONER



American Veterans  
**FRANK POCCI**  
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

Ph: 216.698.2600 • Fax: 216.698.2650

Email: [vscmail@cuyahogacounty.us](mailto:vscmail@cuyahogacounty.us)

1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

### MINUTES

**DATE/TIME:** December 10, 2025 9:30 a.m.

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

**EXCUSED:** Frank Pocci, Vice President

**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, Potts, Riley, Wright. NAYS: None. Motion carried.

#### **EXECUTIVE SESSION:**

The Board came out of Executive Session and returned to the regular order of business at 11:17 a.m. In Executive Session the Board discussed employment of a public employee.

A motion was made by Mel Baher to bring on Zeshan Shah in the position of Veteran Service Officer at the appropriate grade and step, with a probationary period of 180-365 days. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Mel Baher to bring on Alexander Fernandez in the position of Veteran Service Officer at the appropriate grade and step, with a probationary period of 180 days. Motion seconded by Bob Potts. Discussion: None.

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

### Lenon Wright – DAV

- Attended the final parts of the DAV Fall Conference – served as the acting State Commander for the DAV
- Met with Craig Nicol at the Men's Homeless Shelter to discuss the direction of the Veterans Community at the shelter. Passed out bus passes to the veterans at the shelter
- Attended DAV Chapter 116 monthly meeting – serving as the Adjutant and the Treasurer for the chapter
- Attended Veterans Service Commissioner training in Dublin, Ohio – a three-day meeting

### **OLD BUSINESS**

The Executive Director gave his weekly building update. The building is not ready for occupancy. Staff will only be permitted in the building when conducting specific business.

The County is still working on the finalization of the lease for the storage facility. There is no estimated date for occupancy at this time.

Executive Director Reiss has been speaking with community partners regarding veteran housing. The VSC will get involved where it is possible, until plans for a Veterans' Village move forward.

### **NEW BUSINESS:**

A motion was made by Bob Potts to approve resolution 2025-32 providing for authorization for the Executive Director to transfer funds from the 2025 personnel budget line to other areas as needed, not to exceed \$500,000. Motion seconded by Mel Baher. Discussion: None.

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

A motion was made by Mel Baher to approve resolution 2025-33 providing for a contract with a Program Manager to provide services for the Cuyahoga County Veterans Service Commission, not to exceed \$100,000. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Mel Baher to approve modified resolution 2025-34 granting authority for the Executive Director to pay longevity bonuses to employees of the Cuyahoga County Veterans Service Commission, not to exceed \$20,000. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Bob Potts to approve modified resolution 2025-35 authorizing the Executive Director to purchase items necessary for the Cuyahoga County Veterans Service Commission Headquarters project, not to exceed \$250,000. Motion seconded by Mel Baher. Discussion: None.

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

A motion was made by Mel Baher to approve resolution 2026-01 authorizing the Executive Director to transfer funds from the 2026 Personnel budget line to other areas as needed. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Mel Baher to approve the Office Personalization Policy providing guidelines for employees to personalize their offices at the new headquarters. Motion seconded by Bob Potts. Discussion: None.

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

The location for future board meetings will be determined from week to week until occupancy is approved at the new headquarters building.



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