

# Geauga County Veterans Service Commission

**July 1, 2025, 3:00 p.m.**

12611 Ravenwood DR, Conference Room B200, Chardon, Ohio 44024

**Call to order:** President – John Riha  
**Pledge of Allegiance:** Vice President – Doug Lundblad  
**Previous minutes:** Secretary – Kyle Petersen  
Commissioner William Smith  
Commissioner Charles Boehnlein  
Director Michele Pemberton  
Assistant Director Randy McVicker  
CVSO Stacie Malone  
Admin Janice Brockway

**Correspondence:** \*Monthly claim office report  
**\*Remember to bring your 2 door prizes for the Resource Fair for the July 1, 2025 meeting**

**OUTREACH** June 4<sup>th</sup> – Resources for Caregivers 11-3 Randy will attend  
June 14<sup>th</sup> – UH Safety Day Michele will attend  
July 12<sup>th</sup> – Maple Splash Stacie will attend  
July 24-25<sup>th</sup>, CVSO training – Randy is attending  
July 25-27<sup>th</sup>, Commissioner Training  
July 30<sup>th</sup> OFFICE RESOURCE FAIR  
July 31<sup>st</sup>, New Leaf Benefits on the Square, Michele & Stacie will attend  
August 29<sup>th</sup>, Office Closed – Geauga Co Fair

**New Business:** Director Pemberton is requesting approval to purchase 200 custom patriotic cookies for the Resource Fair from D.S. Cakes & Sweet Café for \$500.00.

We need to have the Accounting Forms Authorization Form signed by commissioner's John Riha and Doug Lundblad to return to the Auditor.

**\*Pay Bills:**

Dex Imaging	\$126.77	Copier
Sunrise Springs	\$23.25	Office Water
Geauga Credit Union	\$82.75	Gas/Transports
AMVETS Post #1968	\$431.91	Memorial Day Reimbursement
Amazon	\$331.09	Office Supplies
Lamar Advertising Co.	\$1,840.00	Billboards – Resource Fair
American Legion #663	\$500.00	Memorial Day Reimbursement
KT's Custom Logos	\$6,822.70	Memorial Plaque w/Eagle (Courthouse KIA Memorial)
Township of Claridon	\$100.00	Memorial Day Reimbursement
Township of Claridon	\$2,300.00	Memorial Day Reimbursement – Memorial Inscriptions
Karlovec Media Group	\$1,678.00	Newspaper Advertisements
KT's Custom Logos	\$32.00	Shirts Embroidered
Expert IT LLC	\$348.00	Microsoft Office 365 (2-User) Renewal

**Old business:** Nothing at this time.

**Unfinished Business:**

**Executive Session:** N/A

**FA Applicants:**