

**Regular Meeting of the Gauga County  
Veterans Service Commission**

August 5, 2025, 3:00 p.m. in conference room B200

**PRESENT:** John Riha, Service Commissioner – President  
Doug Lundblad, Service Commissioner - Vice President  
Kyle Petersen, Service Commissioner – Secretary  
Charles “Skip” Boehnlein, Service Commissioner – Member  
William Smith, Service Commissioner - Member  
Michele Pemberton, Director/CVSO  
Randy McVicker, Assistant Director/CVSO  
Stacie Malone, CVSO, Admin  
Janice Brockway, Admin

**CALL TO ORDER:** President of the board, John Riha, opened the meeting at 3:01 p.m.

**PLEDGE OF ALLEGIANCE:** President of the board, John Riha

**APPROVE MINUTES:**

**Motion:** by Commissioner Riha to waive the reading of the July 1st minutes and approve, seconded by Commissioner Boehnlein.

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

**Motion Carried**

**CORRESPONDENCE:**

Apr. 29<sup>th</sup>-May 2<sup>nd</sup> Service Officer Training Randy & Michele  
May 13<sup>th</sup> Budget Meeting with BOCC - Michele  
May 22<sup>nd</sup> FLAGS IN at All Souls  
May 28<sup>th</sup> FLAGS OUT at All Souls  
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 30<sup>th</sup> OFFICE RESOURCE FAIR  
August 29<sup>th</sup>, Office Closed – Gauga Co Fair  
Sept 13<sup>th</sup>, Sports Fest – Randy or Stacie

**NEW BUSINESS**

A motion was made by Commissioner Smith to approve Sharon Ulsenheimer to purchase two Memorial Pavers for her two veteran children only. Seconded by Commissioner Boehnlein. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

**Motion Carried**

A motion was made by Commissioner Smith to approve the purchase of the WWI Veterans Memorial plaque from KT's Custom Logos for \$6000.00. Seconded by Commissioner Boehnlein. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

**Motion Carried**

**Presented Bills for payment:**

Dex Imaging	\$67.45	Copier
Sunrise Springs	\$23.25	Water for Office
Geauga Credit Union	\$102.60	Gas/Transports
Amazon	\$299.77	Gifts for Resource Fair
Lamar Advertising Co.	\$1,520.00	Billboards-Resource Fr.
Expert IT LLC	\$384.00	Microsoft 365 Renewal
Albino Enterprises, Inc.	\$3,750.00	Venue - Resource Fair
Randy McVicker	\$231.00	OSACVSO – Mileage
Charles Boehnlein	\$236.17	OSAVSC - Mileage
Douglas Lundblad	\$292.77	OSAVSC - Mileage
William Smith	\$238.00	OSAVSC – Mileage
John Riha	\$304.50	OSAVSC – Mileage
VFW Post #9678	\$350.00	Sport Fest Advertising
DS Cakes LLC	\$500.00	Cookies-Resource Fair
Amazon	\$10.21	Gift for Resource Fair

A motion was made by Commissioner Boehnlein to pay the bills and seconded by Commissioner Smith. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

**Motion Carried**

**OLD BUSINESS:** Director Pemberton advised that we are still waiting on the Ohio Attorney General's opinion before we can proceed with the creation of any new programs.

Commissioner Boehnlein, from Burton American Legion Post #459, will provide 30 tables for the Resource Fair. The commissioners will continue to seek donations for gift cards, gift certificates, etc. due on July 1<sup>st</sup>. Bill and his wife will put 8 or more baskets together

**UNFINISHED BUSINESS:** N/A

**EXECUTIVE SESSION:**

A motion was made to go into Executive Session by Commissioner Riha and seconded by Commissioner Smith.

Mary Burdecki applied for financial assistance for rent. Board approved three months August, September and October at the amount of \$2,400.00. Can return in 30 days if she chooses to.

A motion was made by Commissioner Petersen to pay the bills and seconded by Commissioner Boehnlein. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

Michael Hart applied for financial assistance for gas and electric. Board approved three months of August, September and October for the bill amount. He can return in 30 days if he chooses to.

A motion was made by Commissioner Petersen to pay the bills and seconded by Commissioner Lundblad. All in favor AYE,

Commissioner Riha	AYE
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Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

**Motion Carried**

Motion to exit session by Commissioner Smith and seconded by Commissioner Lundblad.

**FINANCIAL ASSISTANCE APPLICANT:** Mary Burdecki and Michael Hart

**ADJOURN MEETING:**

**Motion:** by Commissioner Riha, seconded by Commissioner Boehnlein to adjourn at 1549 pm.

All in favor - **Motion Carried**

**Next meeting is September 2, 2025, 12611 Ravenwood Dr, conference room B200, Chardon, OH 44024 @ 3:00 pm.**

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John Riha, President

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Kyle Petersen, Secretary