

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

July 1, 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 **Absent**
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 Boehnlein to waive the reading of the June 3rd minutes and approve, seconded by Commissioner Smith.

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

Motion Carried

CORRESPONDENCE:

Apr. 29th-May 2nd Service Officer Training Randy & Michele
May 13th Budget Meeting with BOCC - Michele
May 22nd FLAGS IN at All Souls
May 28th FLAGS OUT at All Souls
June 4th Resources for Caregivers 11-3 Randy will attend
June 14th, UH Safety Day, Michele will attend
July 12th, Maple Splash, Stacie will attend
July 30th OFFICE RESOURCE FAIR

NEW BUSINESS Discussed advertising options for the Resource Fair, including the Digital Sign uptown, Senior News publication, and the News Herald. We already have 2 billboards scheduled for advertising the event.

Discussed with Skip how many tables will be needed for the Resource Fair, and it was determined that there will be 30 tables needed. They will be provided by American Legion Post #459.

Director Pemberton discussed meeting the new County Administrator Amy Bevan. Amy is also a veteran.

A motion was made by Commissioner Smith to approve the purchase of patriotic cookies from D.S. Cakes & Sweet Café for the Resource Fair. Cost will be \$500.00 for 250 cookies. Seconded by Commissioner Boehnlein. All in favor AYE,

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

Motion Carried

A motion was made by Commissioner Smith to approve the purchase of a full-page ad for the Sports Fest for \$350.00. Seconded by Commissioner Boehnlein. All in favor AYE,

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

Motion Carried

A motion was made by Commissioner Boehnlein to approve the purchase of annual renewal for Microsoft Office 365 (2 Users) for \$384.00. Seconded by Commissioner Smith. All in favor AYE,

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

Motion Carried

Presented Bills for payment:

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

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	Absent
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 1st. Bill and his wife will put 8 or more baskets together

UNFINISHED BUSINESS: N/A

FINANCIAL ASSISTANCE APPLICANT: N/A

ADJOURN MEETING:

Motion: by Commissioner Riha, seconded by Commissioner Boehnlein to adjourn at 1522 pm.

All in favor - **Motion Carried**

**Next meeting is August 5, 2025, 12611 Ravenwood Dr, conference room B200,
Chardon, OH 44024 @ 3:00 pm.**

John Riha, President

Kyle Petersen, Secretary