

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

June 3, 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 May 6th minutes and approve, seconded by Commissioner Smith.

Commissioner Riha	A YE
Commissioner Boehnlein	A YE
Commissioner Lundblad	A YE
Commissioner Petersen	A YE
Commissioner Smith	A YE

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 the office putting an ad in the Sports Fest program.

Discussed sponsoring holes for the Annual VFW Post #6519 Harold Holmes Golf Outing.

A motion was made by Commissioner Smith to approve the purchase of three holes to sponsor at \$100.00 per hole. Seconded by Commissioner Boehnlein. All in favor AYE,

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

Motion Carried

Discussed the “Survey Monkey” online personal survey program annual subscription.

A motion was made by Commissioner Petersen to approve the purchase of Survey Monkey for online surveys. Annual subscription of \$468.00 or \$39.00 per month. 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

Director Pemberton approved and paid \$1000.00 to Best Funeral Home on May 21, 2025, for an Indigent Burial for veteran Beth Ann Robison.

Presented Bills for payment:

Dex Imaging	\$103.91	Copier
Sunrise Springs	\$40.75	Water for Office
Geauga Credit Union	\$2,650.36	Gas & NACVSO Reg.
Township of Russell	\$100.00	Memorial Day Reimbursement
Township of Auburn	\$100.00	Memorial Day Reimbursement

VFW Post #6519	\$500.00	Memorial Day Reimbursement
4-Imprint	\$1,892.25	Safety/Alarm Flashlight
Township of Montville	\$100.00	Memorial Day Reimbursement
Township of Munson	\$100.00	Memorial Day Reimbursement

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 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 1515 pm.

All in favor - **Motion Carried**

Next meeting is July 1, 2025, 12611 Ravenwood Dr, conference room B200, Chardon, OH 44024 @ 3:00 pm.

John Riha, President

Kyle Petersen, Secretary