

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

May 6, 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 Mar. 18th minutes and approve, seconded by Commissioner Petersen.

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 12<sup>th</sup>, Maple Splash, Stacie will attend  
June 21<sup>st</sup>, UH Safety Day, Michele will attend  
July 30<sup>th</sup> OFFICE RESOURCE FAIR

**NEW BUSINESS:** Discussed the “Happy or Not” personal survey kiosk and also other possible options that may be more cost-effective. Such as an option to do a visit survey on our website, or to see what ADP may have to offer for personal survey options.

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.

A motion was made by Commissioner Smith to approve the purchase of Safety Alarm/Flashlights for giveaways not exceeding \$2000.00. 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**

Director Pemberton requested approval to purchase doughnuts, coffee, and water for the All Souls “Flags In” event.

A motion was made by Commissioner Smith to approve the purchase of refreshments and 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	\$130.87	Copier
Sunrise Springs	\$40.75	Water for Office
Geauga Credit Union	\$860.00	Gas & NACVSO Reg.
William Smith	\$238.00	Mileage
Fayette Flag & Banner	\$121.40	Space Force Flag
Shetler	\$1,499.38	Office Supplies
OSAVSC	\$375.00	Membership Dues (x5)
KT's Custom Logos	\$837.37	Jar Openers
Amazon	\$126.17	Office Supplies
Amazon	\$2,495.10	VA Benefit Books
NACVSO	\$400.00	Pemberton-Virtual
Fayette Flag & Banner	\$2,495.10	Flags - Various

4-Imprint	\$1,508.84	Giveaways-Stress balls
Fayette Flag & Banner	\$526.87	US Hand Flags
SHI	\$66.40	Smart Card Reader (x2)
Randy McVicker	\$231.00	Mileage
Michele Pemberton	\$330.77	Mileage & Food

A motion was made by Commissioner Riha 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 brought up that she is working with the prosecutor’s office doing the legal research to create the new programs for our community, still tabled.

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.

**UNFINISHED BUSINESS:** N/A

**FINANCIAL ASSISTANCE APPLICANT:** N/A

**ADJOURN MEETING:**

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

All in favor - **Motion Carried**

**Next meeting is June 3, 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