

Geauga County Veterans Service Commission

December 2, 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/CVSO Michele Pemberton
Assistant Director/CVSO Randy McVicker
CVSO Stacie Malone
Admin Janice Brockway

Correspondence: *Monthly claims & office report
December 24-25th, CLOSED Christmas
December 31-January 1, CLOSED New Years

New Business: Director, Pemberton presents annual pay increases for all employees. (Executive session to discuss)

PAY BILLS

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Dex Imaging	\$96.16	Copier
Sunrise Springs	\$32.00	Office Water
Geauga Credit Union	\$150.60	Gas for Van Transports
4-Imprint	\$411.38	Stylus Pens – Slate w/White Copy
4-Imprint	\$849.00	Patriotic Star Stress Relievers
Amazon	\$144.67	Office Supplies
Tyler Technologies	\$1,564.56	VetraSpec Annual Renewal
Fayette Flag & Banner	\$526.87	U.S. Hand Flags (4”x6”)
The Johns Carabelli LTD	\$2,500.00	Memorial Stones Cleaning
OSACVSO	\$150.00	Membership Dues – Pemberton,

S.A.M. Landscaping	\$44,000.00	McVicker & Malone Memorial Project
S.A.M. Landscaping	\$8,105.56	Memorial Project
Kyle Petersen	\$235.20	Mileage – Fall Conf.

Old business: Nothing at this time.

Unfinished Business: Nothing at this time.

Executive Session: 2026 pay increase for office staff

FA Applicants: **No one at this time.**