

Geauga County Veterans Service Commission

November 4, 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/CSVSO Michele Pemberton
Assistant Director/CSVSO Randy McVicker
CSVSO Stacie Malone
Admin Janice Brockway

Correspondence: *Monthly claims & office report

OUTREACH **November 6th**, Senior Veterans Day luncheon
11 am – 2 pm @ Sisters of Notre Dame
November 7th, **UH Geauga Veterans Day**
presentation, Director Pemberton will be speaking
November 7th, Veterans Services
along with the Dept. on Aging, **Randy** will attend
November 11th, **Veterans Day**
November 21-23rd, **OSACVSC training for Kyle**
November 27-28th, **Thanksgiving Break**
December 24-25th, **CLOSED Christmas**
December 31-January 1, **CLOSED New Years**

New Business:

1)Director Pemberton will be presenting two (2) quotes for a metal embossing machine for dog tags. This will be a purchase for 2026!

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|-----------|-------------------|--------------------|
| 1. | C330 | \$17,956.00 |
| 2. | CIM ME 550 | \$22,807.00 |

2) Director Pemberton wants to begin searching for a new Driver; Doug will retire in 2026. Job description attached for approval.

3) Per the VSC request, Director Pemberton has revised the SOP of Eligibility and Criteria, including an application for the Geauga County Veterans Memorial (on Ravenwood Dr), and the Geauga County Veterans KIA Memorial for review and approval.

4) The Geauga County ADP has issued a Geauga County Cybersecurity Program (O.R.C. 9.64 Compliance Policy) on September 9th, 2025. Will be reviewed, signed, and dated.

4) Director Pemberton will request approval for the quote from S.A.M. Landscaping for the Veterans Memorial Project, for \$48,195.42.

5) Requesting approval to purchase a quantity of 500 GCVS pens from 4-Imprint quoted cost of \$411.38.

6) Estimated quote for conserving the donated 1889 US Flag (42 stars) is between \$6,000 - \$25,000.00, depending on how we would like it displayed. Director Pemberton met with ICA -Art Conservation of Cleveland. The flag was donated by Geauga County resident Michelle Piscopo. We can request to use the remaining funds as we did with the KIA monument.

7) PAY BILLS:

Dex Imaging	\$86.62	Copier
Sunrise Springs	\$32.00	Office Water (Oct.)
Gauga Credit Union	\$160.50	Gas for Van Transports
Burr Funeral Home	\$995.00	Indigent Burial for Boswell

Old business: Nothing at this time.

Unfinished Business: Nothing at this time.

Executive Session: Not at this time.

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