

Geauga County Veterans Service Commission

October 9, 2025, 3:00 p.m.

12611 Ravenwood DR, Conference Room B268, 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

OUTREACH

October 6th Senior Health & Wellness Fair 9-noon
Stacie will attend
**Oct 11th, Newbury American Legion #663 Pig
Roast** 4 pm-7 pm
October 12th, Geauga Jeep Invasion
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 11th, Veterans Day (possible memorial
dedication)**
November 21-23rd, OSACVSC training for Kyle
November 27-28th, Thanksgiving Break
December 24-25th, CLOSED Christmas
December 31-January 1, CLOSED New Years

Visitor: Sharon Ulsenheimer will be attending the meeting
to review pictures of the Memorial Pavers she

purchased for veteran children for the board to determine if they will be replaced due to faded copy.

Susan Mullett will be attending the meeting to discuss wanting a Memorial Paver made for a non-resident veteran Robert Scheidel, Jr.

New Business:

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

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

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

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.

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

***Pay Bills:**

Dex Imaging	\$81.61	Copier
Sunrise Springs	\$11.00	Office Water (Sept.)

Geauga Credit Union	\$540.52	Gas for Transports & OSACVSO
Geauga County Dept. on Aging	\$3,000.00	Sponsor Meals for Luncheon
Stacie Malone	\$229.60	Mileage - Fall Conf.
KT's Custom Logos	\$6,000.00	WWI Memorial Plaque w/Eagle (Approving the Encumbrance and Voucher for KT's Custom Logos)
Michele Pemberton	\$21.61	Purchase Supplies for Pavers
Hambden Township	\$100.00	Memorial Day Reimbursement
Tyler Technologies	\$ 1,565.15	Renewal Vetra Spec License (4)
The Illuminating Co.	\$346.62	Relief – Electric for Hart
Enbridge Gas Ohio	\$135.73	Relief – Gas for Hart

Old business: Nothing at this time.

Unfinished Business: Pictures of the County Veterans Memorial to follow up on Mrs. Ulsenheimer's request to have new pavers made due to the black paint wearing off.

*Donny Grigsby – Director Pemberton discovered the military documents presented to Sly Funeral Home were purchased online. He had never served and lied to his girlfriend, family, and friends.
The Geauga County Sheriff's Office is handling the investigation.

Executive Session: N/A

FA Applicants: