

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

December 2, 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 **Absent**  
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 3:08 p.m.

**PLEDGE OF ALLEGIANCE:** President of the board, John Riha

**GUEST:** None

**APPROVE MINUTES:**

**Motion:** by Commissioner Riha to waive the reading of the Nov. 4th minutes and approve, seconded by Commissioner Smith.

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	Absent
Commissioner Smith	AYE

**Motion Carried**

**CORRESPONDENCE:**

Nov. 6<sup>th</sup> Senior Veterans Day Luncheon  
Nov. 7<sup>th</sup> UH Gauga Veterans Day – Presentation, Dir. Pemberton  
Nov. 7<sup>th</sup> Veterans Services & Dept. on Aging – Randy will attend  
Nov. 10<sup>th</sup> The Sleepy Rooster – Presentation, Dir. Pemberton  
Nov. 11<sup>th</sup> Veterans Day-Possible Memorial Dedication  
Nov. 21-23<sup>rd</sup> OSACVSC Training for Petersen  
Nov. 27-28<sup>th</sup> CLOSED Thanksgiving Break  
Dec. 24-25<sup>th</sup> CLOSED Christmas  
Dec. 31<sup>st</sup>-Jan. 1<sup>st</sup> CLOSED New Years

**NEW BUSINESS:**

Director Pemberton discussed the BOCC meeting that her and Commissioner Riha attended. The discussion was about eliminating property taxes and how it would affect the county services that are provided to the community.

Director Pemberton discussed the schedule for the commissioner spring conference and training and who will be attending.

**Presented Bills for payment:**

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

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	Absent
Commissioner Smith	AYE

**Motion Carried**

**OLD BUSINESS:** The Veterans Memorial renovation project located on the square has been completed and restored for the community to commemorate.

**UNFINISHED BUSINESS:** N/A

**EXECUTIVE SESSION:** Motion to enter executive session by Commissioner Boehnlein and seconded by Commissioner Riha to discuss salaries.

Commissioner Smith proposed a higher percentage of wage increase for Randy McVicker and Stacie Malone than what was presented by Director Pemberton. It was approved by a

majority vote for Randy McVicker to receive a 12.6% wage increase and Stacie Malone remained at the 7.0% wage increase that was originally presented.

A motion was made by Commissioner Smith to come out of Executive Session and seconded by Commissioner Lundblad. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	NAY
Commissioner Petersen	Absent
Commissioner Smith	AYE

**Motion Carried**

2026 salaries for office staff are as follows

Pemberton - \$100,360.61  
McVicker - \$72,610.72  
Malone - \$54,767.96  
Hodakievic - \$18,720.00  
Brockway - \$41,600.00

**FINANCIAL ASSISTANCE APPLICANTS:** N/A

**ADJOURN MEETING:**

**Motion:** by Commissioner Riha, seconded by Commissioner Smith to adjourn at 1547 pm.

All in favor - **Motion Carried**

**Next meeting is January 6, 2026, 12611 Ravenwood Dr conference room B200 Chardon, Oh 44024 @ 3:00 pm.**

---

John Riha, President

---

Kyle Petersen, Secretary