

# Geauga County Veterans Service Commission

**April 7, 2026, 3:00 p.m.**

12611 Ravenwood DR, Conference Room B200, Chardon, Ohio 44024

**Call to order:** President – John Riha  
**Pledge of Allegiance:** Vice President – William Smith  
**Previous minutes:** Secretary – Kyle Petersen  
Commissioner Charles Boehnlein  
Commissioner Joel Ovanic  
Director/CSVSO Michele Pemberton  
Assistant Director/CSVSO Randy McVicker  
CSVSO Stacie Malone  
Admin Janice Brockway

**Correspondence:** Monthly claims & office report  
April 23<sup>rd</sup> Ohio Ordinance Works – Meeting with  
Veterans \*All CSVSO's will be attending  
April 28<sup>th</sup> to May 1<sup>st</sup> – Spring School  
\*Michele & Stacie will be attending  
May 12<sup>th</sup> 2027 Budget meeting with BoCC 1:40 p.m.  
May 15<sup>th</sup> KIA dedication 6:00 p.m.  
May 21<sup>st</sup> Flags In at All Souls 9-3  
May 25<sup>th</sup> MEMORIAL DAY – Office CLOSED  
June 1-5<sup>th</sup> – NACVSO online training Michele &  
Randy

**New Business:**

- 1. Discuss and approve 2027 Budget request of \$746,883.00 (millage is \$2,300,000.00)**
- 2. Quotes to purchase flags and grave markers**
- 3. Discuss and approve the cost of \$255.00 to place the KIA Dedication Event ad in the Maple Leaf for two issues.**

**4. Requesting Approval for NACVSO online training, Michele & Randy, June 1-5, 2026 \$400.00 each**

**5. Requesting Approval for ADP mandated, our website is not ADA compliant. To bring us up to date, the total cost is \$4,740.00 to Company 119. (Not sure yet, if this will be a new annual fee. Waiting to hear from ADP)**

**6. Commissioner Petersen would like to propose and discuss a certificate of appreciation to a Geauga family who's relative was KIA in Vietnam, but not a Geauga resident. Commissioners will vote.**

**7. Approval to order Veteran Flag pins quoted at 1000 qty. for \$1,850.00.**

#### PAY BILLS

##### PAY BILLS:

Dex Imaging	\$77.70	Copier
Sunrise Springs	\$32.00	Office Water
Geauga Credit Union	\$1,050.78	Gas-Van Transports, PinMart-Gold Star Family Pins, Hotel & Food for Winter Qtly. (Malone)
Amazon	\$138.74	Office Supplies – Various
Fayette Flag & Banner	\$5,284.20	US Flags 12”x18” (x28 Boxes)
KT’s Custom Logos	\$159.25	Clothing – New Driver
KT’s Custom Logos	\$102.75	Clothing – New Commissioner
UH Occupational Health	\$55.00	Drug Screen Test – Covell
Stacie Malone	\$247.27	Mileage & Food – Winter Qtly.
OSACVSO	\$300.00	Spring Conf. (Pemberton & Malone)
NACVSO	\$800.00	Michele & Randy
Company 119	\$4,740.00	ADP approved for ADA compliance
Charles Boehnlein	\$265.25	Mileage & Meals – Spring Conf.
John Riha	\$305.14	Mileage & Meals – Spring Conf.

William Smith	\$246.50	Mileage – Spring Conf.
Kyle Petersen	\$243.60	Mileage – Spring Conf.
Joel Ovanic	\$251.58	Mileage – New Commissioner Training & Spring Conf.
Sunrise Springs	\$32.00	Office Water

**Old business:** Nothing at this time.

**Unfinished Business:** Nothing at this time.

**Executive Session:** Nothing at this time.

**FA Applicants:** Nothing at this time.