

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

February 3, 2026, 3:00 p.m. in conference room B200

PRESENT: John Riha, Service Commissioner – President Absent
Kyle Petersen, Service Commissioner – Secretary
Charles “Skip” Boehnlein, Service Commissioner – Member
William Smith, Service Commissioner - Member
Joel Ovanic, Service Commissioner - Member

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

CALL TO ORDER: Commissioner of the board, William Smith opened the meeting at 3:01 p.m.

PLEDGE OF ALLEGIANCE: Commissioner of the board, William Smith

GUEST: Stephanie Anderson, Attorney
Kate Burke & Chad Collins with Habitat for Humanity – House Build Project
Tom Covell – Driver Position

APPROVE MINUTES:

Motion: by Commissioner Boehnlein to waive the reading of the Jan. 6th minutes and approve, seconded by Commissioner Petersen.

Commissioner Riha	Absent
Commissioner Boehnlein	AYE
Commissioner Ovanic	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

Motion Carried

CORROSPONDENCE:

January 19th Martin Luther King Day – CLOSED
February 16th President’s Day - CLOSED

NEW BUSINESS:

Commissioner Smith motioned to vote Commissioner Riha for President again, but it was tabled until the next meeting because Commissioner Riha was absent.

Director Pemberton proposed the date of May 15th at 6:00 p.m. for the dedication of the KIA Memorial located at Chardon Square. Proposed participants for the dedication will be a Speaker, Color Guard, Salute Squad, Bugle Player, and High School Band.

Commissioner Smith made a motion to approve the KIA Memorial Dedication for May 15th, 2026, to be held at Chardon Square. Second by Commissioner Boehnlein.

Commissioner Riha	Absent
Commissioner Boehnlein	AYE
Commissioner Ovanic	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

Motion Carried

Special Guests

Director Pemberton welcomed guest Stephanie Anderson, an attorney and owner of a family law firm located in Willoughby Hills. She has recently filed as a judicial candidate for the Geauga County Juvenile/Probate Court.

Director Pemberton welcomed guests Chad Collins and Kate Burke with Habitat for Humanity to discuss House Build Project. A program offered to qualified recipients to have a home to be built for them and their family.

Presented Bills for payment:

Dex Imaging	\$74.67	Copier
Sunrise Springs	\$32.00	Office Water
Geauga Credit Union	\$86.00	Gas for Van Transports
LBL Lithographs	\$190.00	Office Brochures - Benefits
Amazon	\$67.59	Office Supplies - Various
Expert IT	\$2,592.00	Microsoft 365 – Annual Renewal (4-Users)
OSACVSO	\$200.00	Winter School Registration - Pemberton &

Malone

A motion was made by Commissioner Boehnlein to pay the bills and seconded by Commissioner Petersen. All in favor AYE,

Commissioner Riha	Absent
Commissioner Boehnlein	AYE
Commissioner Ovanic	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

Motion Carried

OLD BUSINESS: Welcomed Joel Ovanic as our new commissioner and VFW representative from Chardon VFW Post #6519.

UNFINISHED BUSINESS: N/A

EXECUTIVE SESSION: Motion by Commissioner Boehnlein to enter executive session to discuss hiring for the driver position pursuant to ORC 121.22(G)(1). Seconded by Commissioner Petersen. Entered 3:38 p.m.

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

Commissioner Riha	Absent
Commissioner Boehnlein	AYE
Commissioner Ovanic	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

Motion Carried

Commissioner Smith made a motion to hire Tom Covell for the driver position at \$18.50 per hour. Second by Commissioner Petersen. Exit 3:52 p:m

Commissioner Riha	Absent
Commissioner Boehnlein	Abstain
Commissioner Ovanic	AYE
Commissioner Petersen	AYE
Commissioner Smith	AYE

Motion Carried – Tom Covell will start work on February 6, 2026

FINANCIAL ASSISTANCE APPLICANTS: N/A

ADJOURN MEETING:

Motion: by Commissioner Smith, seconded by Commissioner Petersen to adjourn at 3:56 pm.

All in favor - **Motion Carried**

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

John Riha, President

Kyle Petersen, Secretary