

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

January 6, 2026, 3:00 p.m. in conference room B200

PRESENT: John Riha, Service Commissioner – President
Kyle Petersen, Service Commissioner – Secretary **Absent**
Charles “Skip” Boehnlein, Service Commissioner – Member
William Smith, Service Commissioner - Member **Absent**
Joel Ovanic, 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 3:04 p.m.

PLEDGE OF ALLEGIANCE: President of the board, John Riha

GUEST: None

APPROVE MINUTES:

Motion: by Commissioner Boehnlein to waive the reading of the Dec. 2nd minutes and approve, seconded by Commissioner Riha.

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

Motion Carried

CORRESPONDENCE:

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

NEW BUSINESS:

The BOCC approved the utilization of remaining 2025 funds to purchase a dog tag engraving machine (\$17, 956.00) and to have the donated 1899 42-Star Flag professionally framed for display (\$19,505.00).

Director Pemberton discussed that the VSO's will be visiting different nursing homes throughout the county to supply information to the veteran residents.

Director Pemberton discussed that the Resource Fair events will be held at the different posts including Chardon, Middlefield, Montville and Burton during the 2026-year schedule.

Commissioner Riha made a motion to approve the change of location for the Resource Fair to be held at multiple locations. Second by Commissioner Boehnlein.

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

Motion Carried

Presented Bills for payment:

Dex Imaging	\$89.57	Copier
Sunrise Springs	\$11.00	Office Water
Geauga Credit Union	\$360.90	Gas Transports, Hotel & Food
Kyle Petersen	\$235.20	Mileage – Fall Conference
ICA	\$9,752.50	Deposit – 1899 US Flag Conservation
VFW-Post #6519	\$100.00	Placemat Advertising - 2026

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

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

Motion Carried

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

UNFINISHED BUSINESS: N/A

FINANCIAL ASSISTANCE APPLICANTS: N/A

ADJOURN MEETING:

Motion: by Commissioner Riha, seconded by Commissioner Boehnlein to adjourn at 1523 pm.

All in favor - **Motion Carried**

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

John Riha, President

Kyle Petersen, Secretary