

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

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

PRESENT: John Riha, Service Commissioner – President
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 - Absent
Randy McVicker, Assistant Director/CVSO
Stacie Malone, CVSO, Admin
Janice Brockway, Admin

CALL TO ORDER: Commissioner of the board, John Riha opened the meeting at 3:00 p.m.

PLEDGE OF ALLEGIANCE: Commissioner of the board, John Riha

APPROVE MINUTES:

Motion: by Commissioner Boehnlein to waive the reading of the February 3rd minutes and approve, seconded by Commissioner Petersen.

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

Motion Carried

CORROSPONDENCE:

January 19th Martin Luther King Day – CLOSED
February 16th President’s Day – CLOSED
March 5-6th – Winter Quarterly CVSO
(Michele & Stacie will be attending)

NEW BUSINESS:

Commissioner Smith discussed the upcoming parades for the Maple Festival and the 4th of July. Discussed plans for decorating and participating in the Maple Festival parade. Meet at Commissioner Smith's home on Saturday at 12:00pm to decorate float at 131 Canfield Drive. Meet at Commissioner Smith's home by 1:00pm on Sunday, April 26th to ride up together on the float to the parade. The parade begins at 3:00pm.

Commissioner Smith discussed that the online training module was very informative and provided a lot of good and useful information.

Commissioner Ovanic confirmed that the Salute Squad will be present at the KIA Memorial Dedication on May 15th, 2026.

ELECTION OF OFFICERS: A nomination was made by William Smith for John Riha to remain President, He accepted. A nomination by Kyle Petersen for William Smith to be Vice President, a nomination by William Smith for Kyle Petersen to remain Secretary. All in favor AYE,

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

Motion Carried

Commissioner Smith motioned approval to purchase a quantity of 150 "Geauga County Gold Star Family" pins for \$756.00. Second by Commissioner Boehnlein.

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

Motion Carried

Presented Bills for payment:

Dex Imaging	\$144.82	Copier
Sunrise Springs	\$11.00	Office Water
Geauga Credit Union	\$99.00	Gas for Van Transports

Preston Ford	\$245.79	White Van – Oil Change & Tire Rotation
Michele Pemberton	\$355.12	Mileage Reimbursement - NVLSP
Stacie Malone	\$332.92	Mileage Reimbursement - NVLSP

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

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

Motion Carried

OLD BUSINESS: N/A

UNFINISHED BUSINESS: N/A

EXECUTIVE SESSION:

A motion was made to go into Executive Session by Commissioner Smith and seconded by Commissioner Boehnlein.

Patrick Mooney applied for financial assistance for rent and electric. Board approved for two months April and May at the amount of \$574.00 per month, at a total of \$1,148.00. The electric bill was not approved because his name was not on the statement.

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

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

Motion Carried

A motion to exit session by Commissioner Riha and seconded by Commissioner Boehnlein. All in favor AYE,

Commissioner Riha	AYE
Commissioner Smith	AYE
Commissioner Petersen	AYE
Commissioner Boehnlein	AYE

Commissioner Ovanic

AYE

Motion Carried

FINANCIAL ASSISTANCE APPLICANTS: Patrick Mooney

ADJOURN MEETING:

Motion: by Commissioner Smith, seconded by Commissioner Petersen to adjourn at 3:24 pm.

All in favor - **Motion Carried**

Next meeting is April 7, 2026, 12611 Ravenwood Dr conference room B200 Chardon, Oh 44024 @ 3:00 pm.

John Riha, President

Kyle Petersen, Secretary