

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

April 7, 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 - Absent  
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

**APPROVE MINUTES:**

**Motion:** by Commissioner Boehnlein to waive the reading of the April 7th minutes and approve, seconded by Commissioner Petersen.

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

**Motion Carried**

**CORRESPONDENCE:**

March 5-6<sup>th</sup> – Winter Quarterly CVSO  
(Michele & Stacie will be attending)  
April 23<sup>rd</sup> Ohio Ordinance Works – Meeting with Veterans  
\*All CVSO’s will be attending  
April 27<sup>th</sup> West Geauga Senior Center \*Michele & Stacie  
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:**

Discuss and approve 2027 Budget request of \$753,252.00 (millage is \$2,300,000.00)

Review the quotes for approval to purchase flags and grave markers.

Discuss and approve the cost of \$255.00 to place the KIA Dedication Event ad in the Maple Leaf for two issues.

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

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)

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.

Approval of ordering Veteran Flag pins quoted at 1000 qty. for \$1,850.00.

Commissioner Smith motioned approval to approve 2027 Budget request of \$753.252.00.  
Second by Commissioner Boehnlein.

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

**Motion Carried**

Commissioner Petersen motioned approval of quotes to order flags and grave markers.  
Second by Commissioner Boehnlein.

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

**Motion Carried**

Commissioner Petersen motioned approval of the cost for the KIA Dedication Event ad in the Maple Leaf for (2) issues. Second by Commissioner Boehnlein.

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

**Motion Carried**

Commissioner Boehnlein motioned approval for NACVSO Online Training for M. Pemberton & R. McVicker at \$400 each. Second by Commissioner Ovanic.

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

**Motion Carried**

Commissioner Boehnlein motioned approval of the cost of \$4,740.00 to update the website by Company 119. ADP mandated it to be ADA compliant. Second by Commissioner Petersen.

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

**Motion Carried**

Commissioner Boehnlein motioned Commissioner Petersen’s proposal for a Certificate of Appreciation to a Geauga family who’s relative was KIA in Vietnam, but not a Geauga resident to be tabled until all commissioners can discuss and vote on it together. Second by Commissioner Smith.

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

**Motion Carried**

Commissioner Smith motioned approval of the cost of \$1,850.00 for a1000 qty. of Veteran pins. Second by Commissioner Ovanic.

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

**Motion Carried**

**Presented Bills for payment:**

Dex Imaging	\$77.70	Copier
Sunrise Springs	\$32.00	Office Water
Geauga Credit Union	\$1,050.78	Gas for Transports, Hotel & Food Winter Qtly. (Malone), PinMart (G-Star Fam. Pins)
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.

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

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

**Motion Carried**

**OLD BUSINESS:** N/A

**UNFINISHED BUSINESS:** N/A

**EXECUTIVE SESSION:**

**FINANCIAL ASSISTANCE APPLICANTS:**

**ADJOURN MEETING:**

**Motion:** by Commissioner Smith, seconded by Commissioner Petersen to adjourn at 3:31 pm.

All in favor - **Motion Carried**

**Next meeting is May 5, 2026, 12611 Ravenwood Dr conference room B200 Chardon, Oh 44024 @ 3:00 pm.**

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William Smith, Acting President

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Kyle Petersen, Secretary