Geauga County Veterans Service Commission

September 1, 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/CVSO Michele Pemberton
	Assistant Director/CVSO Randy McVicker
	CVSO Stacie Malone
	Admin Janice Brockway
Special Guest	Debby Kocsis - State Vice Regent, Ohio Society NSDAR

CORRESPONDENCE:

Monthly claims & office report
Sep 4th Veterans Day at Geauga Co Fair – 8-4 (**ALL VSO &VSC**)
Sep 7th Labor Day – Office Closed
Sep 8-11th VSO Fall Training (Randy)
Sep 12th Geauga Sport Fest (**ALL VSO & VSC**) Great Lakes Outdoors
Oct 5 – YMCA event - (Stacie)
Oct 22nd Bainbridge Senior Center - VA In-home care (Director**)**
Nov 6th Chardon Senior Center – VA In-home care (Director**)**
Nov 11th Veterans Day - Office Closed

NEW BUSINESS:

1. Update on the Dog Tag machine. The delay is due to Laura LaChapelle's legal interpretation of O.R.C. 5901.03(E), which establishes programs of outreach and coordination with other agencies to enhance available services to veterans within the county. Laura has determined that the VSC cannot purchase the machine. Director Pemberton approached Mark Jimison, Deputy County Administrator, for assistance with the purchase. The funds

we received, carried over from 2025, will be returned to the general fund. The BoCC will then purchase the machine and transfer it to Veterans Services. The VSC will be notified of future updates.

2. Debby Kocsis, State Vice Regent, Ohio Society NSDAR, Christian Waldschmidt Chair, Registrar, New Connecticut NSDAR, AM-250 Lake County Commission, will be attending the meeting to discuss changing the memorial plaque to add the name Robert L Scheidel Jr.

3. Susan Mullet will also be attending the meeting.

4. Bill Smith requested to discuss the K9 Heroes 4 Heroes Program and review the information about the program.

PAY BILLS:

DEX Imaging	$131.27	Copier
Sunrise Springs	$11.00	Water for Office
Geauga Credit Union	$824.67	Gas/Transports, Hotel & Meals
Smith reimbursement	$258.40	2026 Summer training
4-Imprint	$159.16	Table cover (6')
Amazon	$262.16	Office Supplies

Old business: Review and revise the **CVSO & Outreach Specialist job description.** Please see attached notes.

Executive Session: Nothing at this time.

FA Applicants: No one at this time.