Geauga County Veterans Service Commission

October 6, 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

CORRESPONDENCE:

Monthly claims & office report
Oct 1st – Chardon VFW – Burial Benefits (Director & Stacie)
Oct 5th – YMCA event - (Stacie)
Oct 14th – Ohman Family Living – (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
Nov 20-22nd VSC training – Kyle will attend
Nov 26-27th Thanksgiving – Office Closed
Dec 24-25th Christmas - Office Closed
Dec 31-Jan 1st New Years – Office Closed

NEW BUSINESS:

1. To review and approve the cost for the removal and the installation of the WWI Memorial replacement plaque. The cost for Pick-Up and Redelivery will be $1,850.00. The cost for Installation will be between $2,025.00 and

$3,375.00 at an approximate total cost of $5,225.00. Sign the contract upon approval.

2. Update Emergency Contact Forms for Commissioners

3. Training approval for Kyle Petersen OSACVSC in November.

4. Elizabeth Bolander, Executive Director, of Fairmount Center for the Arts. Director Pemberton and Jessica Bolt, Director of Department of Aging, assisted with obtaining a grant for veterans and seniors, to improve health through art and music.

5. Emily and Gavin from Senator Husted's office will be attending the meeting.

6. Jasmine Tadic from Candidate for Ohio House Maria Jukic

7. The office was selected to participate in the Festival of Lights for Geauga Parks District. We will decorate a tree that represents our office to be displayed Dec 7th – Jan 3rd at West Wood Nature Center

8. Stacie will present possible locations with pricing for our office resource fair July 28, 2027.

9. Looking for donations for the Geauga County Veterans in Public Service breakfast. Commissioners please reach out to your Posts and local resources. Needed by Oct 26th.

10. To discuss and approve an Indigent Burial for Carl Koerner for the cost of up to $1,000.00.

PAY BILLS:

DEX Imaging	$92.96	Copier

Sunrise Springs	$33.45	Water for Office
Geauga Credit Union	$670.06	Gas/Transports, Hotel & Meals
Randy McVicker	$250.80	2026 Fall Training
Tyler Technologies	$1,658.44	VetraSpec Annual Renewal
Amazon	$113.70	Missing Man Table Supplies
James Funeral Home	$1,000.00	Indigent burial JAMES FURBEE
KT's Custom Logos	$1,900.00	WWI Plaque-Replacement

Old business: Review and revise the **CVSO & Outreach Specialist job description.**

Executive Session: Nothing at this time.

FA Applicants: No one at this time.