Geauga County Veterans Service Commission

November 3, 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
Nov 6th Chardon Senior Center – VA In-home care (Director**)**
Nov 6th UH Recognition Day (Stacie)
Nov 9th South Russell Veterans Breakfast – (Director)
Nov 10th GC Veterans In Public Service Breakfast 8:30-9:30
(3rd floor break room)
Nov 10th Geauga Senior Veterans Luncheon, NDCL 11:00 – 2:00
Nov 11th Veterans Day - Office Closed
Nov 12th Loss Prevention Mtg – (Stacie)
Nov 20-22nd VSC training – Kyle will attend
Nov 24th – Festival of Trees decorating
Nov 26-27th Thanksgiving – Office Closed
Dec 24-25th Christmas - Office Closed
Dec 31-Jan 1st New Years – Office Closed

NEW BUSINESS:

- Review new driver applicants Edward Kozelka and Ronald Gregg.
- Review IHeart Radio media advertising quote.

PAY BILLS:

DEX Imaging	$115.01	Copier
Sunrise Springs	$11.00	Water for Office
Geauga Credit Union	$233.08	Gas for Van Transports
Amazon	$55.44	Office Supplies
KT's Custom Logos	$3,082.90	Advertising Giveaways
NACVSO	$300.00	2027 Membership Dues - Pemberton, McVicker & Malone

Old business: VSC needs to revise the CVSO & Outreach specialist job description, so we can post the position.

Executive Session: Nothing at this time.

FA Applicants: No one at this time.