

Commissioner James G. "Grant" Wells called the Clark County Veterans Service Commission (VSC) meeting to order at 10:00a.m. on 13 January 2022. Commissioners present: Thomas O'Neal, James G. "Grant" Wells, James R. Ryan, Linda Howell, and Bill McGee. Assistant Director Crystal Baker was also present.

The *Pledge of Allegiance* was recited.

Reading and Approval of Minutes: Jim Ryan moved to dispense with the reading of the Minutes of 6 January 2022 and approve them as written. The motion was seconded by Linda Howell and carried by a vote of 4-0.

Assistant Director Updates: Internet lines at the other end of the building were discussed. Ms. Baker informed the board members that although Spectrum was over an hour late, the Spectrum Install was completed 11 January 2022. Ms. Baker has set up with Information Systems to move Roger Wards desktop to the other end next Tuesday to make sure he is able to access every program needed to operate.

Ms. Baker informed the board members that she, Tom O'Neal, and Roger Ward attended contract training with Megan Burr last week. Tom O'Neal stated that he learned a lot and thought it was very informative. Ms. Baker agreed and stated she now has a better understanding of that process.

Ethics Training was discussed. Ms. Baker and Ms. Wood attended the online training through CORSA. Ms. Baker will still need to complete the ethics portion in Relias Training through ODVS.

Ms. Baker updated the board about the blood drive that is scheduled for 20 January 2022. She has filled thirty-five of the thirty-eight spots for donation. The three remaining spots are for people who have blood type O-, O+, A-, or B-. The Power Red Blood Donation uses an automated process that separates your red blood cells from the other blood components, and then safely and comfortably returns your plasma and platelets to you. Grant Wells stated he would keep spreading the word to hopefully fill those spots.

The website launch was discussed. Ms. Baker informed the board that she was contacted by Ellen at Shout It Out yesterday and they tested the program to send an email to Ms. Baker when someone visited the website and needed our office to contact them to answer questions. Ms. Baker stated that the test worked and she will now be able to receive those emails. Once she gets notified she will then delegate a CVSO to contact the individual.

Ms. Baker informed the board members that Rollins Moving and Storage will begin moving our office items to the other end of the building 28 January 2022.

Assistant Director Crystal Baker left the meeting.

Executive Director Catherine Wood joined the meeting.

Executive Director Updates:

Mr. O'Neal asked Ms. Wood about a letter written by Judge Capper that the BoCC mentioned in their regular meeting on Wednesday. Commissioner Lohnes indicated they had just received the letter. Ms. Wood clarified it was the court order that was received last week from Judge Capper's office. Discussion ensued. Mr. O'Neal asked for a copy.

Ms. Wood discussed a meeting she and Ms. Baker had with Scott Brown of Focal Point on Tuesday. They discussed job descriptions and ended with an unplanned coaching session. Mr. Brown has provided a draft copy of the job description for the office manager position. As soon as the description is finalized the job opening will be posted. The Assistant Director position was discussed. Ms. Wood said in the past the Assistant Director position was only filled when the Executive Director was out of the office for numerous lengths of time or as the Executive Director was approaching retirement. Board members discussed whether they would like the position filled at all times or only as it had been in the past. Mr. Ryan felt someone needed to be in charge in the event the Executive Director was out for an extended period. Ms. Wood said it typically fell to a senior CVSO. Mr. Wells opined that he preferred the position of Assistant Director. The rest of the board members agreed. As such the position will be filled after Ms. Wood retires and Ms. Baker moves into the Executive Director position. Ms. Wood briefly discussed the coaching session and thinks the sessions will be of great benefit for her and Ms. Baker.

Ms. Wood updated members on the status of the monthly bus passes. The passes have been received and logged. Procedures have been put in place for issuance and Ms. Wood will train the other staff members. Radio advertising has been established for the year. The next ads to run will relate to the new offering of the bus passes.

Ms. Wood has been working on decorating and updating the appearance of the counseling room at the new office location. She feels strongly that it should be a calm and pleasant environment for veterans who come in for services from the Vet Center social worker. One of the walls is not in great shape. Ms. Wood thought a painted mural might be a nice touch. Mr. Ryan knows of two contacts with those skills. She asked members to consider approving additional updates. Linda Howell moved to allow additional updates at a cost not to exceed \$1,000.00. The motion was seconded by James Ryan and carried by a unanimous vote.

Tom O'Neal moved to allow full time employees two (2) additional hours paid time off on Fridays prior to Monday holidays during CY 2022. The motion was seconded by Linda Howell and carried by a unanimous vote.

Jim Ryan moved to acknowledge payment of the following invoices:

Contract Services ~ US Bank \$59.00 for the copier lease.

Office Supplies ~ Kavanaughs \$337.75 for supplies.

Other Expenses ~ Focal Point \$6,448.00 for job descriptions, strategic planning and coaching, and cdsPrint \$42.00 for business cards.

The motion was seconded by Bill McGee and carried by a unanimous vote.

Public Comments: None.

Jim Ryan moved to enter executive session for the purpose of reviewing applications for financial assistance, discussing employee salaries and potential litigation. Bill McGee seconded the motion. Bill McGee called the roll: Bill McGee, yes; Grant Wells, yes; Linda Howell, yes; Jim Ryan, yes; Tom O'Neal, yes; motion carried. The board entered Executive Session at 10:58a.m. The commissioners reviewed applications for financial assistance, discussed employee salaries and potential litigation. The board returned to open session at 11:42 a.m.

Linda Howell moved to authorize a salary adjustment of 1% for the Executive Director and 8% for all other employees. The motion was seconded by Tom O'Neal and carried by a unanimous vote.

This is Linda Howell's last meeting as her appointment ends on January 14. Board members along with the Executive Director planned to have a farewell luncheon with Linda and her son. They determined this was a proper public purpose and will use the Huntington Bank procurement card for the event.

Jim Ryan moved to approve financial assistance for the following applicants: Linda Howell seconded the motion.

Michael Adams, 3152 Vineyard St., Springfield, Ohio 45503, alarm processor, was approved for a \$250.00 Kroger card for food and gasoline, a \$75.00 cash grant for phone expenses, a \$2000.00 cash grant for living expenses and \$104.83 to Columbia Gas for heat. Vote: Yes 5, No 0

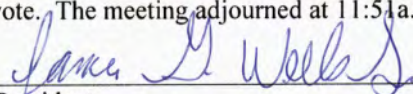
Rex Jenkins, 315 S. Burnett Rd., #402, Springfield, Ohio 45505, laborer, was approved for a \$250.00 Kroger card for food and gasoline and \$1360.00 to SMHA for housing. Vote: Yes 5, No 0

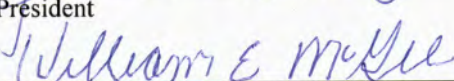
John Moore II, 109 Sturgeon Ave., Springfield, Ohio 45506, laborer, was approved for a \$200.00 Kroger card for food and a \$400.00 cash grant for a car payment. Vote: Yes 5, No 0

Scot Speakman, 2395 W. Jackson Rd., Yellow Springs, Ohio 45387, landscaper, was approved for a \$200.00 Kroger card for food, \$870.66 to Specialized Loan Servicing for mortgage, \$318.17 to Park National Bank for a truck payment, \$88.17 to Progressive for insurance, \$111.30 to Ohio Edison for electric, \$33.65 for Consumer Cellular for phone expenses and \$1,140.00 to Care Credit for dental expenses. Vote: Yes 5, No 0

There being no further business to come before the board, Tom O'Neal moved to adjourn the meeting. The motion was seconded by Bill McGee and carried by a unanimous vote. The meeting adjourned at 11:51a.m.

ATTEST:



President


Secretary