Commissioner Thomas O’Neal called the Clark County Veterans Service Commission (VSC) meeting to order at 8:30a.m. on 1 December 2022. Commissioners present: James R. Ryan, Thomas O’Neal, Bill McGee, and Ronald Coss. Executive Director Cathy Wood and Assistant Director Crystal Baker were also present. James G. “Grant” Wells was absent and excused.

The *Pledge of Allegiance* was recited.

Reading and Approval of Minutes: Jim Ryan moved to dispense with the reading of the Minutes of 17 November 2022 and approve them as written. The motion was seconded by Ron Coss and carried by a vote of 2-0 with Bill McGee and Tom O’Neal abstaining due to prior absence.

**Assistant Director Updates:** Soldiers that were buried on the mound at Ferncliff were discussed. Ms. Baker informed the board that there were six veterans were approved for plots on the mound from June through November. The veterans were as follows: Denese Lewis, Marshall Johnson, Claude Beverly, Partridge Toliver, Edward Brewster, and Michael Dilts.

The budget meeting was discussed. Ms. Baker advised she and Mr. O’Neal attended the budget meeting Monday November 28th. They met with Jennifer Hutchison, Michelle Noble, and Commissioner Sasha Rittenhouse. Ms. Hutchinson stated they didn’t have any questions about the budget submitted. Overall Mr. O’Neal and Ms. Baker thought it went well.

Ms. Baker read aloud a thank you card the office received yesterday from the Clark County United States Bowling Congress thanking the office for the goodie bags that were donated to the First Annual Armed Forces Bowling Tournament.

The Automated External Defibrillator (AED) was discussed. Ms. Baker discussed email correspondence between her and Amina Lees, a safety specialist from Cintas, concerning training on the AED. Ms. Lees sent information including time and price for training. The board all agreed Ms. Baker should check with the fire and police department to see if there’s someone there that could train the staff on how to use it.

Ms. Baker advised the board that she and Ms. Wood will meet with Jessica Glancy, an editor with Springfield Living, to discuss advertising the office transportation system.

**Executive Director Updates:** None.

Ron Coss moved to acknowledge payment of the following invoices:

**Advertising & Printing ~**  Lamar $300.00 for billboards.

**Assistance ~** Cashstar $9600.00 for Christmas giftcards.

**Contract Services ~** Shred It $170.04 for shredding services.

**Grave Markers ~**  Centec $2931.44 for flag holders.

**Other Expenses** ~ Kavanaugh’s $165.16 for office supplies. CC Historical Society $5500.00 for Garber Electric Door Job. MacRay $2650.00 for the window decal.

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

**Public Comments:** None.

Ron Coss moved to enter executive session for the purpose of reviewing financial assistance. Jim Ryan seconded the motion. Bill McGee called the roll: Bill McGee, yes; Grant Wells, absent; Jim Ryan, yes; Tom O’Neal, yes; Ron Coss, yes; motion carried. The board entered Executive Session at 8:44a.m. The board reviewed financial assistance. The board returned to open session at 8:55 a.m.

Jim Ryan moved to approve financial assistance for the following applicants: Bill McGee seconded the motion.

**Andrew Mobley**, 2711 N. Limestone St., Springfield, OH 45503, computer support, was approved for $310.64 to Ohio Edison for electric and $591.73 to Columbia Gas for heat. Vote: Yes 4, No 0.

There being no further business to come before the board, Bill McGee moved to adjourn the meeting. The motion was seconded by Ron Coss and carried by a unanimous vote. The meeting adjourned at 9:00 a.m.

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tom O’Neal, Vice President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bill McGee, Secretary