Commissioner Thomas O’Neal called the Clark County Veterans Service Commission (VSC) meeting to order at 8:30 a.m. on 7 December 2023. Commissioners present: James R. Ryan, William E. McGee, Thomas O’Neal, and James L. Hudson Jr. Executive Director Crystal Baker and Assistant Director David Mitchell were also present. James G. “Grant” Wells was absent and excused.

The *Pledge of Allegiance* was recited.

Reading and Approval of Minutes: James R. Ryan moved to dispense with the reading of the Minutes of 30 November 2023 and approve them as written. The motion was seconded by William E. McGee and carried by a vote of 4-0.

**Executive Director Updates:** Ms. Baker advised the board that while attending the Directors Cross Talk last Friday she was told that Montgomery County uses a company called Crown for scanning services. She suggests we get a quote to scan all DD214’s after purchasing the new software. Thomas O’Neal agreed getting a quote was a good idea. The directors in the surrounding counties also suggested doing holiday gifts to departments in the county to build bridges.

Ms. Baker warned the board that the formal budget hearing will be January 4th at 10:00a.m. at Springview. Thomas O’Neal stated that time may change once the County completes the agenda.

All board members received, reviewed and signed the monthly Report to Posts.

The board members reviewed the End of Month Report.

Ms. Baker suggested updated the supplemental policies to include phone policy and scheduled appointments. Ms. Baker told the board she would have a staff meeting going over each policy and having each employee sign acknowledging they read it.

**Assistant Director Updates:** An advertising opportunity was discussed. The Heritage Center is asking for donations for a Civil War Symposium they are holding March 2, 2024. William E. McGee moved to authorize sponsoring the Civil War Symposium by paying $500.00 to the Clark County Historical Society. The motion was seconded by James R. Ryan and carried by a unanimous vote.

Mr. Mitchell read aloud a Christmas card the office received from Ferncliff Cemetery.

Mr. Mitchell gave each board member a flyer on the Ohio Warhawks and National Trail Parks summer baseball event. This is a free camp for boys and girls ages 6-16 held at the Carleton Davidson Stadium on June 17, 2024. He requested that they each take the flyer and hang it at their post.

James R. Ryan moved to acknowledge payment of the following invoices:

**Advertising & Printing ~** OpenEye Studio $2,771.43 for advertising. Alpha Media $1,950.00 for radio ads.

**Equipment Lease ~** US Bank $59.00 for copier lease. Cintas $120.00 for AED lease.

**Other Employee Expenses ~** James L. Hudson Jr., $62.23 for travel reimbursement to the New Commissioner Training.

**Other Expenses ~** FriendsOffice $306.57 for office supplies. MacRay $394.36 for door signs.

**Outreach** ~ MacRay $1,000.64 for door signs.

The motion was seconded by James L. Hudson Jr., and carried by a unanimous vote.

**Public Comments:** None.

William E. McGee moved to enter executive session for the purpose of reviewing and discussing financial assistance,an appeal, and employee discipline. James R. Ryan seconded the motion. James L. Hudson Jr. called the roll: William E. McGee, yes; James G. “Grant” Wells, absent; James R. Ryan, yes; Tom O’Neal, yes; James Hudson, yes; motion carried. The board entered Executive Session at 9:05 a.m. The board reviewed financial assistance applications, an appeal, and discussed employee discipline. The board returned to open session at 9:30 a.m.

James R. Ryan moved to approve financial assistance for the following applicants: William E. McGee seconded the motion.

**Jesse Moore,** 7342 Ballentine Pike, Springfield, OH 45502, carpenter, was approved for $639.13 to Ohio Edison for electric and $801.50 to Jesse Moore for propane. Vote: Yes, 4 No, 0.

**Merlen Smith,** 425 North Yellow Springs St., Springfield, OH 45504, laborer, was approved for $1,300.00 to Daniel Hearlihy for housing. Vote: Yes, 4 No, 0.

Jason Rush, 1900 Marinette Dr., Springfield, OH 45503, truck driver, $10,649.36 to Wells Fargo for mortgage. Vote: Yes, 4 No, 0.

There being no further business to come before the board, William E. McGee moved to adjourn the meeting. The motion was seconded by James R. Ryan and carried by a unanimous vote. The meeting adjourned at 9:35 a.m.

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ William E. McGee, Vice President

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