



# BUTLER COUNTY VETERANS SERVICE COMMISSION

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## BUTLER COUNTY VETERANS SERVICE COMMISSION MEETING

1. Roll call conducted indicated the following members of the Butler County Veterans Service Commission Board of Commissioners were present for this regular meeting on March 17, 2021:

Commissioner Tom Jeffers, American Legion Representative  
Commissioner Bruce Jones, AmVets Representative  
Commissioner David Reed, DAV Representative  
Commissioner James James Eriksen Jr., VFW Representative  
Commissioner Chuck Weber, Member-at-Large

Office Staff Present: Executive Director/CVSO, Mike Farmer  
Assistant Executive Director/CVSO, Matt Jones  
Administrative Assistant, Loren McKenzie

2. The meeting of the Butler County Veterans Service Commission-Board of Commissioners was called to order by Commissioner Jones, with all standing for the Pledge of Allegiance.
3. A motion was made by Commissioner Jeffers, and seconded by Commissioner Eriksen, and passing unanimously to approve the agenda, for this Butler County Veterans Service Commission Board of Commissioners March 17, 2021 regular meeting.
4. Reading Open Meeting and Right to Speak at Meeting guidelines were completed.

(Commissioner Dave Reed joined the meeting)

5. **Meeting minutes approval:**

- a) **February 17, 2021 minutes.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Jones, to approve the minutes. Draft copies of these minutes were sent to Commissioners for review prior to this meeting.

| VOTE: To approve regular mtg. min |    |    |    |    |
|-----------------------------------|----|----|----|----|
| TJ                                | BJ | DR | JE | CW |
| Y                                 | Y  | Y  | Y  | Y  |
| MOTION CARRIES                    |    |    |    |    |

6. **Bill payment and operational expenses approvals:**

**BCVSC MARCH 17, 2021 MEETING MINUTES CONTINUED:**

- a) **Invoices paid February 13, 2021 – March 10, 2021.** A motion to approve was made by Commissioner Jeffers, and seconded by Commissioner Reed.

|   |           |           |           |           |
|---|-----------|-----------|-----------|-----------|
| <b>VOTE: To approve listed expenses</b> |           |           |           |           |
| <b>TJ</b>                               | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>                                | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>                   |           |           |           |           |

- b) **Then and Now billing approval for VetraSpec invoice #8970 totaling \$2,792.00.** A motion to approve was made by Commissioner Jeffers, and seconded by Commissioner Jones, to approve.

|                                      |           |           |           |           |
|--------------------------------------|-----------|-----------|-----------|-----------|
| <b>VOTE: To approve then and now</b> |           |           |           |           |
| <b>TJ</b>                            | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>                             | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>                |           |           |           |           |

7. **Correspondence/Communications shared with Commissioners** (*No action needed*):

- a) Nancy Biondo thank you card
- b) Veteran Spaulding thank you to Anita Lewis
- c) Veteran Revis thank you to Matt Jones
- d) Thank you from Family of Robert Russell
- e) Widow Nancy Biondo thank you to Mike Farmer
- f) Widow Ima Jean Carter thank you to Casey James

8. **Office Outreach and Training Items**

- a) February 2021 Statistical Report was shared for discussion
- b) Outreach calendar
  - 1) March outreach calendar

9. **Old Business:**

- a) None

10. **New Business:**

- a) **Vote on change of expiration date of Kroger Vouchers from 90 days to 30 days of issue date.** A motion was made by Commissioner Weber, and seconded by Commissioner Jeffers, to approve change of expiration date of Kroger Vouchers.

|                                    |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|
| <b>VOTE: To approve as written</b> |           |           |           |           |
| <b>TJ</b>                          | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>                           | <b>Y</b>  | <b>Y</b>  | <b>N</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>              |           |           |           |           |

11. **Guests:**

- a) Dr. Venita Thomas – No answer

**BCVSC MARCH 17, 2021 MEETING MINUTES CONTINUED:**

b) George Byrans – Fairfield Township Veterans Park

12. A motion was made by Commissioner Jeffers, and seconded by Commissioner Jones to go into closed executive session to discuss Financial Applications adjudicated in February 2021.

|  |           |           |           |           |
|--|-----------|-----------|-----------|-----------|
| <b>VOTE: To go into closed session</b> |           |           |           |           |
| <b>TJ</b>                              | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>                               | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>                  |           |           |           |           |

Discussion on Financial Applications adjudicated during February 2021.

*At this time the BCVSC-BOC exited from Executive Session to vote on all items discussed as needed.*

13. Veteran case votes on items from Executive Session  
 a) **Accept applications as adjudicated in February 2021.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Weber to accept applications from February 1-28, 2021 as adjudicated by Executive Director. (Exhibit 1)

|                        |           |           |           |           |
|------------------------|-----------|-----------|-----------|-----------|
| <b>VOTE: To accept</b> |           |           |           |           |
| <b>TJ</b>              | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>               | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>  |           |           |           |           |

14. **Office Operations:**

- a) **Approval of Mid Probation Evaluation c/o Lisa Meece.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Jones, to approve the Mid Probation Evaluation for Lisa Meece as written.

|                                    |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|
| <b>VOTE: To approve as written</b> |           |           |           |           |
| <b>TJ</b>                          | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>                           | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>              |           |           |           |           |

- b) **Approval of Resignation c/o Lisa Meece.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Jones, to accept resignation for Eric Cotten.

|                                   |           |           |           |           |
|-----------------------------------|-----------|-----------|-----------|-----------|
| <b>VOTE: To accept as written</b> |           |           |           |           |
| <b>TJ</b>                         | <b>BJ</b> | <b>DR</b> | <b>JE</b> | <b>CW</b> |
| <b>Y</b>                          | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  | <b>Y</b>  |
| <b>MOTION CARRIES</b>             |           |           |           |           |

15. **Statements, comments and/or discussion by:**

- a) **Executive Director:** None

**BCVSC MARCH 17, 2021 MEETING MINUTES CONTINUED:**

b) **Commissioners:** None

16. The date and time of the next regular meeting is posted as:

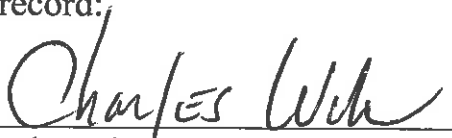
Date: **Wednesday, April 21, 2021**

Time: **09:30 AM.**

Place: **VSC Hamilton Conference Room/WebEx**

17. A motion was made by Commissioner Jeffers, seconded by Commissioner Weber, and passing with unanimous votes to adjourn the meeting.

The undersigned acknowledge the correctness of these minutes and submit them as the official record:



\_\_\_\_\_  
Chuck Weber, President



\_\_\_\_\_  
Tom Jeffers, Secretary

Butler County Veterans Service Commission

**BCVSC March 17, 2021 MEETING MINUTES CONTINUED:**

| <b>Veteran Name</b>     | <b>Dependent</b> | <b>Occupation/re<br/>lationship</b> | <b>City</b> | <b>Zip</b> | <b>Adjudicati<br/>on</b> | <b>Amount</b> | <b>Jan Meeting</b> |
|-------------------------|------------------|-------------------------------------|-------------|------------|--------------------------|---------------|--------------------|
| Baker, Raymond F.       | Roseina          | Widow                               | Hamilton    | 45013      | Initial                  | \$1,604.90    | 5 for-0 against    |
| Blevins, James H.       | Connie           | Spouse                              | Hamilton    | 45013      | Initial                  | \$1,524.40    | 5 for-0 against    |
| Botkins, Michael J.     | Rhonda           | Widow                               | Hamilton    | 45011      | Initial                  | \$ 405.00     | 5 for-0 against    |
| Chartrand, James R.     |                  | Student                             | Hamilton    | 45013      | Initial                  | \$ 745.00     | 5 for-0 against    |
| Cole, Kenneth R.        |                  | Student                             | Hamilton    | 45011      | Initial                  | \$1,345.00    | 5 for-0 against    |
| Combs, Edward D.        |                  | Inside Sales                        | Middletown  | 45044      | Initial                  | \$1,134.75    | 5 for-0 against    |
| Conrad Jr., Cecil W.    |                  | Unempoloyed                         | Middletown  | 45042      | Initial                  | \$2,400.00    | 5 for-0 against    |
| Cornett, Adam W.        |                  | Heavy<br>Equipment                  | Hamilton    | 45013      | Initial                  | \$1,167.22    | 5 for-0 against    |
| Douglas, Todd A.        |                  | Unempoloyed                         | Fairfield   | 45014      | Initial                  | \$1,108.11    | 5 for-0 against    |
| Evans, Dave G.          | Karen            | Widow                               | Hamilton    | 45013      | Initial                  | \$ 895.00     | 5 for-0 against    |
| Fletcher Jr., Gary W.   |                  | Assistant<br>Manager                | Hamilton    | 45013      | Initial                  | \$1,662.89    | 5 for-0 against    |
| Forrester IV, Joseph R. |                  | Factory Worker                      | Middletown  | 45044      | Initial                  | \$2,496.78    | 5 for-0 against    |
| Greene Jr., Harold B.   |                  | Disabled                            | Hamilton    | 45013      | Initial                  | \$2,400.00    | 5 for-0 against    |
| Haley, Corine           |                  | Disabled                            | Hamilton    | 45013      | Initial                  | \$2,500.00    | 5 for-0 against    |
| Lowe, James F.          |                  | Retired                             | Hamilton    | 45015      | Initial                  | \$1,203.28    | 5 for-0 against    |
| Maffett, Jacob L.       |                  | Laborer                             | Hamilton    | 45015      | Initial                  | \$ 630.77     | 5 for-0 against    |
| Norman, David B.        |                  | Labor Worker                        | Hamilton    | 45015      | Initial                  | \$1,976.59    | 5 for-0 against    |
| Ratliff II, William M.  |                  | Disabled                            | Monroe      | 45050      | Initial                  | \$1,486.60    | 5 for-0 against    |
| Reeves, Marion R.       | Debra            | Widow                               | Hamilton    | 45013      | Initial                  | \$1,456.93    | 5 for-0 against    |

|                          |           |                  |            |       |            |            |                 |
|--------------------------|-----------|------------------|------------|-------|------------|------------|-----------------|
| Riley, Dallas D.         |           | Disabled         | Middletown | 45044 | Initial    | \$1,346.77 | 5 for-0 against |
| Spurlock, Darryl L.      |           | Retired          | Hamilton   | 45011 | Initial    | \$ 285.00  | 5 for-0 against |
| Taylor Jr., Nathan A.    | Virginia  | Widow            | Middletown | 45042 | Initial    | \$ 520.00  | 5 for-0 against |
| Thomas Sr., Frederick D. | Jean      | Widow            | Hamilton   | 45011 | Initial    | \$ 405.00  | 5 for-0 against |
| Tishue, David C.         |           | Retired          | Hamilton   | 45013 | Initial    | \$1,838.10 | 5 for-0 against |
| Utterback, Allen J.      |           | Disabled         | Okeana     | 45053 | Initial    | \$ 250.30  | 5 for-0 against |
| Breedlove, Norma J.      |           | Material         | Middletown | 45044 | Incomplete | \$ -       | 5 for-0 against |
| Eveslage, Jeremy D.      |           | Unempoloyed      | Middletown | 45042 | Incomplete | \$ -       | 5 for-0 against |
| Guigni-Pena, Rafael A.   |           | Customer Service | Seven Mile | 45062 | Incomplete | \$ -       | 5 for-0 against |
| Orourke, James F.        | Christine | Widow            | Fairfield  | 45014 | Incomplete | \$ -       | 5 for-0 against |