



# BUTLER COUNTY VETERANS SERVICE COMMISSION

315 High Street, 1st Floor  
Hamilton, OH 45011-6068

vsc@butlercountyohio.org  
www.bcvets.org

(513) 887-3600  
Fax (513) 887-3519

## BOARD MEETING October 18, 2023

1. The meeting of the Butler County Veterans Service Commission- Board of Commissioners was called to order by Commissioner Jones.
2. A roll call was conducted and recorded the following attendance for this regular meeting on October 18, 2023.

Name	Organization	Present	Absent
Commissioner Jones	AMVETS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Reed	DAV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Weber	At-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Applegate	VFW	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Office Staff Present: Executive Director/CVSO, Mike Farmer  
Assistant Executive Director/CVSO, Matt Jones  
Administrative Assistant to Exec. Staff, Lisa Meece

### 3. Board President Business

- a. All who were able stood for the Pledge of Allegiance.
- b. A motion was made by Commissioner Weber, and seconded by Commissioner Reed to approve the agenda for October 18, 2023. No discussion.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay
<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

- c. A special election was held for the position of Secretary, Board of Commissioners. The term is to fill the remaining term of Mr. Tom Jeffers from October 18, 2023 through December 31. Nominations were called for. Commissioner Mark Applegate was nominated by Commissioner Jones. Other nominations were called for 2 more times. Hearing none, nominations were closed. Commissioner Mark Applegate accepted the nomination. The Executive Director asked for a white ballot motion.

Motion was made by Commissioner Weber and seconded by Commissioner Reed to elect Commissioner Applegate to Secretary with the effective dates of October 18, 2023 through December 31, 2023. Unanimous "yay" vote was returned.

**4. Board President Business**

- a. A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to approve the Board meeting minutes from September 20, 2023 as written. No discussion.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay
<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

- b. A report on the Suicide Prevention Committee was given by Commissioner Applegate. Commissioner Applegate shared that there was a Suicide Prevention Meeting on 9/28. Josh Jowers from the Cincinnati VA shared that he will be offering CALM training. Lisa Meece covered details of how the Silent Watch went well and could possibly be expanding in the future. The Veterans Resource Fair is happening this Saturday from 10:00 a.m. - 2:00 p.m. at the Butler County fairgrounds and the next meeting will be on 11/30 at 2:00 p.m. here in the large conference room.

c. Executive Director Report:

Transportation software contract has been executed and a performance bond was received. Atomic Data has held an internal project kick meeting with their staff and we are working on a time to schedule a kick of meeting with our agency and Butler County Information Systems.

Our Resource Fair is this Saturday at the Butler County Fairgrounds in the Art Exhibit hall. Doors open to the public from 10 AM - 2 PM. Lisa, Casey, Matt and Myself will be there from the office. We also have Commissioner Jones and Commissioner Applegate assisting with our table. We have 30 vendors.

Veterans Day advertising has begun. As of this morning we have 90 RSVPs already in addition to 10 elected officials. As a reminder the event is being held on November 10 at 6 PM and includes dinner.

A meeting regarding employee wages would preferably happened before Thanksgiving so the Board has a policy to consider at it December meeting.

**5. Bill Payment and Operational Expenses Approvals**

A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to approve the listed bills for September 1, 2023 – September 30, 2023. No discussion.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay
<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain



**6. Correspondence/Communications**

- a. None.

**7. Statistical Reporting and Outreach**

- a. September 2023 Statistical Report was shared for discussion
- b. October/November Outreach Calendar was shared

**8. New Business**

- a. A motion to approve the annual Commission guidelines updates as presented.
- b. A motion to approve the reimbursement to Mike Farmer in the amount of \$659.00 for table rental from One Stop Tool for the Veterans and Family Resource Fair.

A motion was made by Commissioner Applegate, and seconded by Commissioner Reed, to approve the New Business as presented.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay
<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

**9. Guest(s):**

**10. Executive Session:**

A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to enter Executive Session to discuss Financial Applications adjudicated in September 2023, Three (3) Appeals for Financial Assistance, 3<sup>rd</sup> Quarter Financial Application Audit for 2023 and Third Quarter Employee of the Quarter 2023

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay	<input checked="" type="checkbox"/> Yay
<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay	<input type="checkbox"/> Nay
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain

Discussion on Financial Assistance Applications adjudicated during September 2023, Three (3) Appeals for Financial Assistance, Approve the Application Audit for 3<sup>rd</sup> Quarter 2023 and 3<sup>rd</sup> Quarter Employee of the Quarter 2023.

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

**11. Items from Executive Session for Vote**

- a. A motion was made by Commissioner Applegate, seconded by Commissioner Weber to accept the Financial Assistance Application from September 1 – September 30, 2023 as adjudicated by the Executive Director. (Exhibit 1)

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain

- b. A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to approve payment of rent in the amount of \$750 upon verification from the landlord regarding veteran McKinnon.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain

- b. A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to continue the denial of veteran Brandon.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain

- b. A motion was made by Commissioner Applegate and seconded by Commissioner Reed to approve electric, water, and Rumpke to be paid after verification of current amount owed, not to exceed \$1,155.23 and receipts have been verified regarding veteran Murphy.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain

- c. A motion was made by Commissioner Jones, and seconded by Commissioner Reed to accept and approve Financial Application Audit for 3<sup>rd</sup> Quarter 2023.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain

**12. Office Operations**

- a. Approve Veterans Benefits Coordinator, Daniel Schofield as the 3rd Quarter, Employee of the Quarter for 2023 for performance of serving our community above and beyond expectations.
- b. Approve Peer Mentor Outreach Coordinator Casey James be removed from the classification of probationary employee to Part-Time status.
- c. Approve overnight training expense for \$1,124.48 for Commissioner Weber and Commissioner Applegate to attend Fall Conference and training on November 17 – 19, 2023 in Columbus, Ohio.
- d. Approve Greg Robinette as the 2023 Butler County Veteran of the Year.

A motion was made by Commissioner Weber, seconded by Commissioner Reed to approve the office operations business items as presented.

Commissioner Applegate	Commissioner Weber	Commissioner Reed	Commissioner Jones
<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Yay <input type="checkbox"/> Nay <input type="checkbox"/> Abstain

**13. Items for Discussion**

- a. Commissioners: Commissioner Weber had no comments. Commissioner Applegate thanked the other Commissioners for electing him as Secretary. Commissioner Reed thanked the staff. Commissioner Jones mentioned that he hopes anyone looking to apply for the open position understands that the job has nothing to do with themselves but has to do with serving Veterans in the county.
- b. Director: Congratulations to Commissioner Applegate for filling the role of Secretary. The Resource Fair is this Saturday from 10:00 a.m. – 2:00 p.m. at the fairgrounds and is free. The Veterans Day celebration will be on November 10<sup>th</sup> at the Butler County Fairgrounds with dinner at 6:00 p.m. and ceremony at 7:00 p.m. You can register online for Veterans Day at BCVets.org. He also thanked the staff.


**14. Next scheduled meeting:**

Date: Wednesday, November 15, 2023 Regular Meeting  
 Time: 9:30 A.M.  
 Place: Veterans Service Commission, Conference Room

**15. Adjournment**

A motion to adjourn was made by Commissioner Applegate, seconded by Commissioner Reed. No discussion.

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

  
 \_\_\_\_\_  
 Bruce Jones, President

  
 \_\_\_\_\_  
 Mark Applegate, Secretary

Butler County Veterans Service Commission





## BUTLER COUNTY VETERANS SERVICE COMMISSION

### Monthly Meeting Minutes Application Period

09/01/2023 to 09/30/2023

Veteran Full Name	Dependant Applicant Name	Occupation or Relationship	City	Zip	Adjudication	Approved Aid	Meeting
BAKER, RAYMOND	BAKER , ROSEINA	WIDOW	HAMILTON	45013	Initial Application Approved	\$1,445.42	5 for - 0 against
BARR, WILLIAM		UNEMPLOYED	HAMILTON	45011	Initial Application Incomplete	\$0.00	5 for - 0 against
BOWLING JR, FRED		RETIRED	HAMILTON	45013	Initial Application Denied	\$0.00	5 for - 0 against
BRANDON, SHAWN		BURGER KING (PART TIME)	HAMILTON	45011	Initial Application Denied	\$0.00	5 for - 0 against
CRAWFORD, MICHAEL		UNEMPLOYED	FAIRFIELD TOWNSHIP	45011	Initial Application Approved	\$2,416.76	5 for - 0 against
DUNFEE, RANDOLPH	CALLAHAN, MELANIE	WIDOW	MIDDLETOWN	45042	First Review Approved	\$1,854.19	5 for - 0 against
DURBIN, JAMES		DISABLED	HAMILTON	45011	Initial Application Incomplete	\$0.00	5 for - 0 against
ERTEL, ROBERT		UNEMPLOYED	HAMILTON	45013	Initial Application Approved	\$150.00	5 for - 0 against
EVANS JR, CHARLES		RETIRED	HAMILTON	45015	Initial Application Approved	\$1,440.00	5 for - 0 against
EVERSOLE, JAMES		DISABLED	HAMILTON	45011	Initial Application Approved	\$1,446.11	5 for - 0 against
FRISBY, PAUL		RETIRED	MIDDLETOWN	45044	Initial Application Approved	\$477.43	5 for - 0 against
GERARD, JOSHUA		UNEMPLOYED	MIDDLETOWN	45044	Initial Application Approved	\$2,286.00	5 for - 0 against
GRONAS, DAVID		UNEMPLOYED	HAMILTON	45015	Initial Application Denied	\$0.00	5 for - 0 against
HENDERSON, BRADLEY		NURSE	FAIRFIELD	45014	Initial Application Approved	\$1,200.00	5 for - 0 against
JOHNSON, RONALD		WENDY'S	WEST CHESTER	45069	Initial Application Approved	\$1,216.90	5 for - 0 against
KELTNER, LLOYD		RETIRED	HAMILTON	45015	Initial Application Incomplete	\$0.00	5 for - 0 against
MALONEY, ROBERT	MALONEY, DEBORAH	WIDOW	FAIRFIELD	45014	Initial Application Denied	\$0.00	5 for - 0 against
MCKINNON, SYLVESTER		UNEMPLOYED	HAMILTON	45011	Initial Application Approved	\$576.00	5 for - 0 against
MOORE, BOBBY		RETIRED	FAIRFIELD	45014	Initial Application Approved	\$731.00	5 for - 0 against
MURPHY, KELLY		DISABLED	OXFORD	45056	Initial Application Denied	\$0.00	5 for - 0 against
OWENS , DAVID		WELDING MACHINIST	FAIRFIELD	45014	Initial Application Approved	\$2,123.33	5 for - 0 against
PERKINS, STERLING		DISABLED	MIDDLETOWN	45042	Initial Application Denied	\$0.00	5 for - 0 against
PRINGLE II, JEFFREY		JOB CENTER (DECUNEICK)	MIDDLETOWN	45044	Initial Application Approved	\$2,088.00	5 for - 0 against
ROCKHOLD, MARLIN	ROCKHOLD, DAVONNA	WIDOW	FAIRFIELD	45014	Initial Application Approved	\$1,355.00	5 for - 0 against
SHIPLEY, TODD		TRUCK DRIVER	HAMILTON	45011	Initial Application Approved	\$731.00	5 for - 0 against
TURNER, ADAM		SUPPLY CHAIN	FAIRFIELD	45014	Initial Application Approved	\$0.00	5 for - 0 against



**BUTLER COUNTY  
VETERANS SERVICE COMMISSION**

**Audit Report**

**07/01/2023 to 09/30/2023**

<b>Explanation of How Applications are Chosen for Audit</b>			
<b>Month</b>	<b>No. of Applications</b>	<b>10% of Applications</b>	<b>Rounded to Whole Number</b>
JANUARY	0	0.00	0
FEBRUARY	0	0.00	0
MARCH	0	0.00	0
APRIL	0	0.00	0
MAY	0	0.00	0
JUNE	0	0.00	0
JULY	23	2.30	3
AUGUST	23	2.30	3
SEPTEMBER	26	2.60	3
OCTOBER	0	0.00	0
NOVEMBER	0	0.00	0
DECEMBER	0	0.00	0
TOTALS	72	7.20	9



**BUTLER COUNTY  
VETERANS SERVICE COMMISSION**

**Audit Report**

07/01/2023 to 09/30/2023

**July 2023**

Applications Chosen for Audit						Last Application Information			
Name	Award Amount	Amount Requested	Recorded Income	Recorded Expenses	App #	Last Application Date	Result	Award Amount	Other Information
BARRERA, KATHARINE(17426)	\$1,158.00	\$1,740.00	\$4,411.69	\$2,545.61	1			\$0.00	
LEHNER, DUANE(5189)	\$1,072.00	\$1,072.00	\$2,118.03	\$1,271.63	12	03/26/2023	Approved	\$1,103.10	
GREENE JR, HAROLD(3894)	\$1,276.00	\$1,664.67	\$2,105.98	\$1,375.99	19	03/22/2022	Denied	\$0.00	

**August 2023**

Applications Chosen for Audit						Last Application Information			
Name	Award Amount	Amount Requested	Recorded Income	Recorded Expenses	App #	Last Application Date	Result	Award Amount	Other Information
MORTON, DOUGLAS(16597)	\$486.00	\$580.42	\$1,229.00	\$1,320.27	4	05/30/2023	Approved	\$486.00	
PAUL, GERALD(10382)	\$1,534.83	\$1,534.83	\$584.00	\$1,142.21	4	03/23/2023	Approved	\$1,094.15	
PLEASANT, BRENT(18123)	\$1,399.54	\$2,084.85	\$2,130.95	\$1,620.64	1			\$0.00	

**September 2023**

Applications Chosen for Audit						Last Application Information			
Name	Award Amount	Amount Requested	Recorded Income	Recorded Expenses	App #	Last Application Date	Result	Award Amount	Other Information
ROCKHOLD, MARLIN(7216)	\$1,355.00	\$2,430.00	\$5,454.44	\$3,991.74	2	11/27/2022	Approved	\$571.06	
JOHNSON, RONALD(17038)	\$1,216.90	\$1,216.90	\$8,091.94	\$4,470.91	6	10/25/2022	Denied	\$0.00	
DUNFEE, RANDOLPH(6180)	\$1,854.19	\$1,854.19	\$0.00	\$0.00	2	08/17/2023	Approved	\$2,267.91	