



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 April 19, 2023:

Commissioner Bruce Jones, AMVETS Representative
Commissioner Dave Reed, DAV Representative
Commissioner Tom Jeffers, American Legion Representative
Commissioner Chuck Weber, At-Large Representative
Commissioner Mark Applegate, VFW Representative

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

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 Weber, and seconded by Commissioner Reed, and passing unanimously to approve the agenda, for this Butler County Veterans Service Commission Board of Commissioners April 19, 2023 regular meeting.
4. Reading Open Meeting and Right to Speak at Meeting guidelines were waived.
5. **Meeting minutes approval:**
 - a) **March 16, 2023 Regular Meeting Minutes.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Applegate, to approve the regular meeting minutes. Draft copies of these minutes were sent to Commissioners for review prior to this meeting.

VOTE: to approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

5. **Executive Director Report:** Executive Director Mike Farmer delivered the following updates to the Board:

The requests for Outreach events for the Spring and Summer are coming in quickly. We'll talk more in depth about some of them under item #9 a little later, but we are making every attempt to staff each request. We have been requested as far out as a presentation on November 7, 2023.

The travel and training season is in full swing for those who have accreditations with our office and 50% of the anticipated travel occurs late April through the first week of June.

Spectrum filmed a transportation video last week. The proofs have been reviewed and approved for publishing. These will start to air beginning June 1. Fox 19 is currently working on our May video which will highlight the Suicide Prevention Committee and Mental Health Awareness Month.

7. **Bill Payment and Operational Expenses Approvals:**

- a) **Invoices paid March 1, 2023 – March 31, 2023.** A Motion to approve was made by Commissioner Jeffers, and seconded by Commissioner Weber.

VOTE: to approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

8. **Correspondence/Communications shared with Commissioners:**

- a) None

9. **Statistical Reporting and Outreach**

- a) March 2023 Statistical Report was shared for discussion
 b) April/May Outreach Calendar was shared
 c) A motion was made by Commissioner Weber, and seconded by Commissioner Jeffers, to approve a booth and sponsorship at the Butler County Fair, 2023, NTE \$3400.00.

VOTE: to approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

- d) A discussion was held and it was agreed that the Commission would support the Fairfield YMCA during the first week of summer camp from 9:30-10 a.m. on June 6, 7, 8 and 12, 2023 to teach the counselors and campers the proper way to handle the American flag, including raising and lowering it. It was agreed that the Administrative Assistant would reach out to the YMCA for more details and clarification on what assistance they are requesting and that the Commissioners will reach out to the Administrative Assistant with who will be supporting the activity.

10. **Old Business:**

- a) None.

11. **New Business:**

- a) A motion was made by Commissioner Weber, and seconded by Commissioner Jeffers, to approve the Executive Director to select a consulting firm for Information Technology improvements.

VOTE: To approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

12. **Guest(s):** None

13. **Executive Session.** A motion was made by Commissioner Jones, and seconded by Commissioner Jeffers, to enter Closed Executive Session to discuss Financial Assistance Applications adjudicated in March 2023, the 1st Quarter Financial Assistance Application Audit and to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official licensee or regulated individual requests a public hearing.

VOTE: To go into closed session				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

Discussion on Financial Assistance Applications adjudicated during March 2023, 1st Quarter Financial Assistance Applications Audit and Personnel Matters.

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

14. Veteran Case Votes on Items from Executive Session

- a) **Vote on Applications as Adjudicated in March 2023.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Reed, to accept the Financial Assistance Applications from March 1-31, 2023 as adjudicated by the Executive Director. (Exhibit 1)

VOTE: To accept				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

- b) **Vote on Approval of the 1st Quarter Financial Assistance Application Audit.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Weber, to accept the 1st Quarter Financial Assistance Application Audit.

VOTE: To accept				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

15. Office Operations:

- a) **Vote on the 1st Quarter Employee of the Quarter, 2023.** A motion was made by Commissioner Jeffers and seconded by Commissioner Weber, to approve Tian Myers, as nominated, to be 1st Quarter Employee of the Quarter, 2023.

VOTE: To approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

- b) **Vote on OSACVSO Spring School Training.** A motion was made by Commissioner Weber, and seconded by Commissioner Applegate, to approve the six (6) Service Officers to attend OSACVSO Spring School, May 3-5, 2023, NTE \$5,156.18.

VOTE: To approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

- c) **Vote on NACVSO Basic Benefits Training.** A motion was made by Commissioner Reed, and seconded by Commissioner Weber, to approve Daniel Anderson to take NACVSO Basic Benefits Training, April 24-28, 2023, NTE \$350.00.

VOTE: To approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

- d) **Vote on Attendance of NACVSO National Conferences.** A motion was made by Commissioner Jones, and seconded by Commissioner Weber, to approve three (3) Service Officers to attend in-person training and three (3) Service Officers to attend virtually, June 3-9, 2023, NTE \$12,892.41.

VOTE: To approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

- e) **Vote on Posting of a Position.** A motion was made by Commissioner Jeffers, and seconded by Commissioner Reed, to approve posting of a Part-Time Mentor/Outreach Coordinator position.

VOTE: To approve				
MA	CW	TJ	DR	BJ
Y	Y	Y	Y	Y
MOTION CARRIES				

16. **Statements, Comments and/or Discussion by:**

- a) **Executive Director:** Director thanked each of the staff for their efforts and gave examples of each.
- b) **Commissioners:** Commissioner Jones requested that the Commissioners follow-up with the Administrative Assistant regarding participation with the YMCA in Fairfield as discussed prior in the meeting during the future Outreach conversation.

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

Date: **Wednesday, May 17, 2023 Regular Meeting**
 Time: **9:30 A.M.**
 Place: **VSC Hamilton Conference Room**

18. A motion was made by Commissioner Jeffers, and 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:



Bruce Jones, President



Tom Jeffers, Secretary

Butler County Veterans Service Commission



BUTLER COUNTY VETERANS SERVICE COMMISSION

Monthly Meeting Minutes Application Period

03/01/2023 to 03/31/2023

Veteran Full Name	Dependant Applicant Name	Occupation or Relationship	City	Zip	Adjudication	Approved Aid	Meeting
BRANDON , SHAWN		UNEMPLOYED	HAMILTON	45011	Initial Application Denied	\$0.00	5 for - 0 against
BROWN, JOSEPH		SELF EMPLOYED	HAMILTON	45015	Initial Application Approved	\$995.00	5 for - 0 against
BURNS, DALLAS		DRIVER	MIDDLETOWN	45044	Initial Application Denied	\$0.00	5 for - 0 against
BYRD, MICHAEL		UNEMPLOYED	HAMILTON	45011	Initial Application Approved	\$1,037.10	5 for - 0 against
CAUDILL JR, ROLLAND	CAUDILL, SUE	WIDOW	HAMILTON	45011	Initial Application Approved	\$618.34	5 for - 0 against
CRAWFORD, MICHAEL		OPERATIONS DRIVER TRAINER	FAIRFIELD TOWNSHIP	45011	Initial Application Approved	\$2,440.99	5 for - 0 against
CULP, LESHAWNIA		DISABLED	HAMILTON	45011	Initial Application Denied	\$0.00	5 for - 0 against
DEMERLE, DAVID		UNEMPLOYED	WEST CHESTER	45069	Initial Application Approved	\$2,358.45	5 for - 0 against
GRIFFIE, RICKY		DISABLED	MIDDLETOWN	45044	Initial Application Incomplete	\$0.00	5 for - 0 against
KELTNER, LLOYD		RETIRED	HAMILTON	45015	Initial Application Approved	\$1,428.09	5 for - 0 against
LEHNER, DUANE	LEHNER, WILMA	WIDOW	HAMILTON	45015	Initial Application Approved	\$1,103.10	5 for - 0 against
LINDON, VIRGIL		RETIRED	MONROE	45050	Initial Application Approved	\$995.00	5 for - 0 against
LOWE , JAMES		RETIRED	HAMILTON	45015	Initial Application Approved	\$1,225.34	5 for - 0 against
MCGUIRE , MICHAEL		DISHWASHER/C OOK	HAMILTON	45015	Initial Application Denied	\$0.00	5 for - 0 against
MEYER, HAROLD	MEYER , JOYCE	SPOUSE	HAMILTON	45011	Initial Application Approved	\$1,182.84	5 for - 0 against
MOON, JEREMY		FIELD SERVICE TECH	TRENTON	45067	Initial Application Approved	\$2,500.00	5 for - 0 against
MURRAY SR, STEVEN		DISABLED	HAMILTON	45013	Initial Application Approved	\$933.94	5 for - 0 against
PAUL, GERALD		UNEMPLOYED	HAMILTON	45013	Initial Application Approved	\$1,094.15	5 for - 0 against
PEARL, MICHAEL	PEARL, ANGELA	SPOUSE	LIBERTY TOWNSHIP	45044	Initial Application Approved	\$2,500.00	5 for - 0 against
SAUCEDO, GRACIANO		RETIRED	MIDDLETOWN	45042	Initial Application Denied	\$0.00	5 for - 0 against
SMITH , WILLIAM	SMITH MAIDEN: TODD. DEBRA	WIDOW	MIDDLETOWN	45042	Initial Application Approved	\$1,972.67	5 for - 0 against
SUMMEROUR, MARIO		CONTRACTOR TEMP SERCIVE	HAMILTON	45013	Initial Application Approved	\$1,045.00	5 for - 0 against
THOMPSON, ZACHARY		UNEMPLOYED	MIDDLETOWN	45042	Initial Application Approved	\$1,800.00	5 for - 0 against
TILLINGHAST, DAVID		FORKLIFT DRIVER	HAMILTON	45011	Initial Application Approved	\$1,697.42	5 for - 0 against
VINEGAR, KENYATTA		COOK	WEST CHESTER	45069	Initial Application Denied	\$0.00	5 for - 0 against
YOUNG, TIMOTHY		HVAC LEAD INSTALLER	WEST CHESTER	45069	Initial Application Incomplete	\$0.00	5 for - 0 against