



BUTLER COUNTY VETERANS SERVICE COMMISSION

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BCVets.org

BOARD MEETING February 21, 2024

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 February 21, 2024.

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 Applegate	American Legion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Calihan	At-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Robinette	VFW	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

3. Board President Business

- a. All who were able stood for the Pledge of Allegiance.
- b. A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to approve the agenda for February 21, 2024. No discussion.

Commissioner Robinette	Commissioner Calihan	Commissioner Applegate	Commissioner Reed	Commissioner Jones
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- c. A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to approve the Board meeting minutes from January 10, 2024 as written. No discussion.

Commissioner Robinette	Commissioner Calihan	Commissioner Applegate	Commissioner Reed	Commissioner Jones
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MOTION CARRIES				

- d. A report on the Suicide Prevention Committee was given by Commissioner Applegate. Commissioner Applegate shared that the committee has a meeting tomorrow on February 22nd, 2024 at 2:00 p.m. in the county large conference room and that there will also be a Job and Resource Fair held on April 6th in this same building.

- e. Executive Director Report:

An update on Atomic Data was shared with the Board. While the plan is to go Live and into production on February 23 (6 weeks ahead of schedule) there are a few last minute bumps in the road. Two significant issues are validating the data and the surges on the servers with SQL server. We are investigating both as of yesterday morning and hope to have things ready for Friday but are prepared for a slight delay if not. The surge cause is unknown but hosting and 24/7/365 support services were in the future plans. Later this morning you will have a chance to consider getting an RFP out for that now with the understanding it takes 6-8 weeks for the process.

Suicide Prevention is moving forward, with each step we take, 3-5 things come up to address before going forward. We have partnered very closely with the Butler County Mental Health Board and working with their Executive Director since November. An injunction has come forth for the Board to discuss and consider at least using the County crisis line (844-4CRISIS) on some of the marketing and campaigns. To date ours and (many others nationwide) have not been able to form a partnership with 988 for data. We have no idea of the success or targeting of marketing without knowing who is contacting them. Is the Board okay with this?

Lastly, Cheryl Mason former Chairman of Board of Veterans Appeals will be here April 12 at 1 pm. Her focus is impact of the invisible leader, transforming adversity into catalytic opportunities and the secret ingredient to leadership. Would the Board like this to be a Veterans Service Commission vs county wide leadership vs a mix of these two? (60-75 seats available)

- f. A report on the Veterans Day Event committee was given by Commissioner Calihan. Commissioner Calihan shared that a meeting was held last Thursday and that having the event on July 4th of this year is not going to be an option. Mark Messerschmitt from Molson Coors, who is on the committee, will possibly be able to assist in sponsoring a couple of thousand dollars. Mark has also found a couple of bands we may be able to work with as well as being able to possibly assist with the cost of a couple hundred coozies for give-a-ways. Commissioner Calihan hopes that we will be able to lock down a date, time and venue tomorrow, February 22nd at the next committee meeting.

4. Bill Payment and Operational Expenses Approvals

- a. A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to approve the listed bills for January 1, 2024 – January 31, 2024. No discussion.

Commissioner Robinette	Commissioner Calihan	Commissioner Applegate	Commissioner Reed	Commissioner Jones
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MOTION CARRIES				

5. Correspondence/Communications

- a. Thank You c/o Anonymous- Staff

6. Statistical Reporting and Outreach

- a. January 2024 Statistical Report was shared for discussion
- b. February/March Outreach Calendar was shared

7. New Business

- a. Approve and authorize the Executive Director to purchase a copier from Donnellon McCarthy Enterprises, and enter a contract for print services under ITB- #23-07-002 in an amount not to exceed \$9,000.00 for the purchase of new equipment.
- b. Approve and authorize staff to enter contract for Fair Booth and Sponsorship at the 2024 Butler County Fair in an amount not to exceed \$3,400.00.
- c. Approve six (6) Service Officers: Mike Farmer, Matt Jones, Tian Myers, Apt Boykin, Steve Harbin and Daniel Anderson to attend Winter Quarterly, an overnight training expense in Columbus, Ohio March 14-15, 2024 in an amount not to exceed \$2500.00.
- d. Approve six (6) Service Officers: Mike Farmer, Matt Jones, Tian Myers, Apt Boykin, Steve Harbin and Daniel Anderson to attend NACVSO National Conference in Denver, CO. Matt Jones and Mike Farmer’s attendance date will be May 10 - May 18, 2024 as it includes attending Certified Veterans Advocate Training preceding Nationals, and all others will be May 11 – May 18, 2024 in an amount not to exceed \$26,998.00
- e. Approve and authorize the Executive Director to publish an RFP requesting server hosting and 24/7/365 support for our VetAssist database.
- f. Approve funds for the first Veterans Appreciation Day in Butler County for various expenses associated with the event to include (food, venue, porta-lets, entertainment, activities) in an amount not to exceed \$10,000.00

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

Commissioner Robinette	Commissioner Calihan	Commissioner Applegate	Commissioner Reed	Commissioner Jones
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8. Guest(s): None

9. Executive Session:

A motion was made by Commissioner Applegate, and seconded by Commissioner Reed to enter Executive Session to discuss Financial Applications adjudicated in January 2024 and the discipline of a public employee.

Commissioner Robinette	Commissioner Calihan	Commissioner Applegate	Commissioner Reed	Commissioner Jones
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Discussion on Financial Assistance Applications adjudicated during January 2024 and a personnel matter.

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

10. Items from Executive Session for Vote

- a. A motion was made by Commissioner Applegate, seconded by Commissioner Reed to accept the Financial Assistance Application from January 1 – January 31, 2024 as adjudicated by the Executive Director. (Exhibit 1)

Commissioner Robinette	Commissioner Calihan	Commissioner Applegate	Commissioner Reed	Commissioner Jones
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MOTION CARRIES				

- b. A motions was made by Commissioner Applegate, and seconded by Commissioner Reed to issue a written reprimand to staff person, Steve Harbin.

11. Office Operations

- a. None

12. Items for Discussion

- a. Commissioners: Commissioner Jones discussed with the other Commissioners asking who would be staying both nights for their upcoming Spring Conference and Training. It was decided that Mr. Applegate will be. Commissioner Jones also reminded the other Commissioners it would be best to get their online training completed and out of the way, and that it only takes about 1.5 – 2 hours of time. Mr. Robinette and Mr. Calihan shared that they have completed it.
- b. Director: Director Farmer thanked the staff for another good month and pointed out that stats continue to climb and we also have a lot of big events coming up. Director Farmer also discussed with the Commissioners if they would be open to a Special Meeting in April if it were to be needed for the server hosting RFP. It was agreed that 4:00 or 5:00 p.m. would work on the 3rd of April if needed.
- c. Assistant Director: No comment
- d. Executive Assistant: No comment


13. Next scheduled meeting:

Date: Wednesday, March 20, 2024 Regular Meeting
Time: 9:30 A.M.
Place: Veterans Service Commission, Conference Room

14. 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

01/01/2024 to 01/31/2024

Veteran Full Name	Dependant Applicant Name	Occupation or Relationship	City	Zip	Adjudication	Approved Aid	Meeting
ANTUNEZ, JOSE		ACTIVE DUTY	TRENTON	45067	Initial Application Approved	\$2,096.00	5 for - 0 against
CALLAHAN, CHRISTOPHER		WAREHOUSE WORKER	HAMILTON	45013	Initial Application Approved	\$2,466.50	5 for - 0 against
CRAWFORD, MICHAEL		UNEMPLOYED	FAIRFIELD TOWNSHIP	45011	Initial Application Approved	\$2,399.29	5 for - 0 against
DRIFMEYER, MARTIN		TRUCK DRIVER	FAIRFIELD	45014	Initial Application Approved	\$982.03	5 for - 0 against
HOSKINS, ANTHONY		RETIRED	FAIRFIELD	45014	Initial Application Denied	\$0.00	5 for - 0 against
HOWARD JR, CHARLES		DISABLED	HAMILTON	45011	Initial Application Approved	\$1,258.42	5 for - 0 against
HUBBARD, BRIAN		RETIRED/DISABLED	WEST CHESTER	45011	Initial Application Approved	\$1,960.00	5 for - 0 against
LEWIS, JOSHUA	LEWIS, CEIRRA	SPOUSE	WEST CHESTER	45069	Initial Application Approved	\$2,483.89	5 for - 0 against
MACPHERSON, ALEAH		CASHIER	FAIRFIELD	45014	Initial Application Approved	\$576.00	5 for - 0 against
MARTIN, DANIEL		ASSEMBLER	MIDDLETOWN	45044	Initial Application Approved	\$1,361.69	5 for - 0 against
MUNCIE, ROBERT		CAR SALES	MIDDLETOWN	45044	Initial Application Approved	\$2,500.00	5 for - 0 against
MUNDAY, LARRY	MUNDAY, JOSEPHINE		FAIRFIELD TOWNSHIP	45011	Initial Application Approved	\$657.93	5 for - 0 against
NESMITH, SHANNON		UNEMPLOYED/FULL TIME STUDENT	FAIRFIELD	45014	Initial Application Approved	\$2,102.01	5 for - 0 against
NOLTE, SHAWN		TERRITORY MANAGER	FAIRFIELD	45014	Initial Application Approved	\$1,200.00	5 for - 0 against
PARISH, SUZANNE		CLERK	MIDDLETOWN	45042	Initial Application Approved	\$1,056.46	5 for - 0 against
ROBINSON, OMER		WAREHOUSE PICKER	HAMILTON	45013	Initial Application Denied	\$0.00	5 for - 0 against
SCOTT, CHRISTOPHER		CONTROLS TECHNICIAN	FAIRFIELD	45014	Initial Application Approved	\$1,025.96	5 for - 0 against
SMITH, HAROLD		DISABLED/UNEMPLOYED	MIDDLETOWN	45044	Initial Application Approved	\$486.00	5 for - 0 against
SMITH, MICHAEL		PLANE DE ICER	WEST CHESTER	45069	Initial Application Approved	\$576.00	5 for - 0 against
SMITH JR, JOE		RETIRED	MONROE	45050	Initial Application Incomplete	\$0.00	5 for - 0 against
SULLIVAN, JOHNNY		DISABLED	MIDDLETOWN	45042	Initial Application Approved	\$498.23	5 for - 0 against
SUMMEROUR, MARIO		CHROMER	HAMILTON	45013	Initial Application Approved	\$1,011.00	5 for - 0 against
WALKER, JOHN		RETIRED/UNEMPLOYED	FAIRFIELD	45014	Initial Application Denied	\$0.00	5 for - 0 against
WINKLER III, BOYD		KOCH FOODS	HAMILTON	45013	Initial Application Denied	\$0.00	5 for - 0 against
WOLF III, CHARLES		CONTRACTOR/S ELF EMPLOYED	MIDDLETOWN	45042	Initial Application Denied	\$0.00	5 for - 0 against