



# 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

## 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 January 20, 2021:
  - Commissioner Chuck Weber, Member-at-Large
  - Commissioner Tom Jeffers, American Legion Representative
  - Commissioner Bruce Jones, AmVets Representative
  - Commissioner James James Eriksen Jr., VFW Representative

Office Staff Present: Executive Director/CVSO, Mike Farmer  
Chief Service Officer, 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 Weber, and seconded by Commissioner Eriksen, and passing unanimously to approve the agenda, for this Butler County Veterans Service Commission Board of Commissioners January 20, 2021 regular meeting.
4. A motion was made by Commissioner Jones, and seconded by Commissioner Weber to turn the chair over to Executive Director Mike Farmer to conduct the election of 2021 officers.
  - a) Commissioner Tom Jeffers nominated Chuck Weber for President
  - b) Commissioner Chuck Weber nominated Bruce Jones for Vice President
  - c) Commissioner Bruce Jones nominated Tom Jeffers for Secretary
  - d) A motion was made by Commissioner Jones, and seconded by Commissioner Erikson, and passing unanimously, to elect those nominated seeing as none are opposed
  - e) Executive Director turns meeting back over to Commissioners
5. Reading Open Meeting and Right to Speak at Meeting guidelines were completed.
6. **Meeting minutes approval:**

**BCVSC JANUARY 20, 2021 MEETING MINUTES CONTINUED:**

- a) December 9, 2020 minutes. A motion was made by Commissioner Jeffers, and seconded by Commissioner Weber, to approve the minutes. Draft copies of these minutes were sent to Commissioners for review prior to this meeting.

<b>VOTE: To approve regular mtg. min</b>				
<b>TJ</b>	<b>BJ</b>	<b>DR</b>	<b>JE</b>	<b>CW</b>
<b>Y</b>	<b>Y</b>	<b>X</b>	<b>Y</b>	<b>Y</b>
<b>MOTION CARRIES</b>				

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

- a) Invoices paid December 4, 2020 – January 10, 2021. A motion to approve was made by Commissioner Weber, and seconded by Commissioner Jones.

<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>X</b>	<b>Y</b>	<b>Y</b>
<b>MOTION CARRIES</b>				

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

- a) None

**9. Office Outreach and Training Items**

- a) December 2020 Statistical Report was shared for discussion
- b) Outreach calendar
  - 1) January outreach calendar
- c) 2021 ODVS Training Guidance (info only)
- d) NVLSP Webinars (info only)
- e) Outreach events suspended due to COVID, court dockets and radion interviews still scheduling

**10. Old Business:**

- a) None

**11. New Business:**

- a) None

**12. Guests: None**

- 13. A motion was made by Commissioner Eriksen, and seconded by Commissioner Jones to go into closed executive session to discuss Financial Applications adjudicated in December 2020, 4<sup>th</sup> quarter Financial Assistance Application Audit, and personnel matter.**

<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>X</b>	<b>Y</b>	<b>Y</b>
<b>MOTION CARRIES</b>				

**BCVSC JANUARY 20, 2021 MEETING MINUTES CONTINUED:**

Discussion on Financial Applications adjudicated during December 2020, 4<sup>th</sup> quarter Financial Assistance Application Audit, and personnel matter.

*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) **Accept applications as adjudicated in December 2020.** A motion was made by Commissioner Weber, and seconded by Commissioner Eriksen to accept applications from December 1-31, 2020 as adjudicated by Executive Director. (Exhibit 1)

VOTE: To accept				
TJ	BJ	DR	JE	CW
Y	Y	X	Y	Y
MOTION CARRIES				

- b) **Vote on 4<sup>th</sup> quarter Financial Assistance Application Audit.** A motion was made by Commissioner Eriksen, and seconded by Commissioner Jeffers to accept the 4<sup>th</sup> quarter Financial Assistance Application Audit as written.

VOTE: To accept				
TJ	BJ	DR	JE	CW
Y	Y	X	Y	Y
MOTION CARRIES				

- c) Personnel matter, no vote required.

15. **Office Operations:**

- a) **Approval of Service Officer, Casey James, to continue to be an instructor at New Service Officer School (April/October).** A motion was made by Commissioner Jeffers, and seconded by Commissioner Eriksen to approve Service Officer Casey James to continue to be an instructor at New Service Officer School.

VOTE: To approve				
TJ	BJ	DR	JE	CW
Y	Y	X	Y	Y
MOTION CARRIES				

- b) **Approval of Executive Director, Mike Farmer, to continue to be an instructor with the National Association of County Veterans Service Officers and Secretary of Ohio State Association of County Veterans Service Officers.** A motion was made by Commissioner Eriksen, and seconded by Commissioner Weber to approve Executive Director Mike Farmer to continue to be an instructor with the National Association of County Veterans Service Officers and Secretary of Ohio State Association of County Veterans Service Officers.

VOTE: To approve				
TJ	BJ	DR	JE	CW
Y	Y	X	Y	Y
MOTION CARRIES				

- c) **Vote of Employee of the Quarter.** A motion was made by Commissioner Weber,

**BCVSC JANUARY 20, 2021 MEETING MINUTES CONTINUED:**

and seconded by Commissioner Eriksen, to accept the recommendation of Apt Boykin as Employee of the Quarter.

<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>X</b>	<b>Y</b>	<b>Y</b>
<b>MOTION CARRIES</b>				

d) New Receptionist hiring, no action required.

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

a) **Executive Director:** First, I want to publicly commend the staff on performance in December. It was a team effort and they laid it all out.

We have hired Lisa Meece as a Receptionist/Scheduler/Clerical Assistant as of yesterday. Lisa had worked at the YMCA of Greater Cincinnati for the last decade. She has a strong passion to help others, eagerness to learn and is a team player and we are pleased to have her on our team for the future.

Included in your packets the last 2 pages was our new brochure. Matt, Loren and I have worked to get 3 handouts in one meaningful brochure. Our intent to identify services with enough information, yet get the claimant and our constituents in front of our qualified personnel. Having every qualifying document is burdensome on the reader and they lose interest. We have updated the commissioners or other content and are going to have it printed in the next couple of weeks.

We do have 2 banners available for advertising. AmVets Post 71 in Fairfield is going to house a 3<sup>rd</sup> one temporarily to have one beginning Friday. One business, The Attic our Hidden Boutique, is solely online, asked if they could use our information to display on their Facebook store. I have approved the content and thanked the business both publicly and privately.

b) **Commissioners:** All welcomed the newest Commissioner, Jim Eriksen.

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

**Date: Wednesday, February 17, 2021**

**Time: 09:30 AM.**

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

**18. A motion was made by Commissioner Eriksen, 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 JANUARY 20, 2021 MEETING MINUTES CONTINUED:**

<b>Veteran Name</b>	<b>Dependent</b>	<b>Occupation/relationship</b>	<b>City</b>	<b>Zip</b>	<b>Adjudication</b>	<b>Amount</b>	<b>Jan Meeting</b>
Asher, Johnny		Unemployed	Hamilton	45011	Initial	\$ 570.00	5 for-0 against
Burkhart, Henry W.		Retired	Hamilton	45013	Initial	\$1,046.00	5 for-0 against
Cooper, Andriec G.		Unemployed	Fairfield	45014	Initial	\$1,730.68	5 for-0 against
Dearth, Gregory S.		Carpentry	Middletown	45042	Initial	\$1,452.83	5 for-0 against
English, Robert C.	Paulette	Widow	Monroe	45050	Initial	\$ 542.00	5 for-0 against
Garrett, Timothy J.		Retired	Hamilton	45013	Initial	\$ 737.18	5 for-0 against
Harrison, Clifford C.		Disabled	Middletown	45044	Initial	\$1,405.00	5 for-0 against
Hudson, Charles D.		Unemployed	Fairfield	45014	Initial	\$2,231.16	5 for-0 against
Johnson, Douglas J.		Unemployed	Hamilton	45013	Initial	\$ 405.00	5 for-0 against
Lambright, Douglas		Retired	Hamilton	45013	Initial	\$ 945.00	5 for-0 against
Printup, Roy L.	Loretta	Widow	Hamilton	45011	Initial	\$1,362.58	5 for-0 against
Reeder, Jason A.		Massage Therapy	Hamilton	45013	Initial	\$ 545.00	5 for-0 against
Ridley, James E.		Retired	Hamilton	45013	Initial	\$ 727.52	5 for-0 against
Riley, Alford L.	Tina	Widow	Hamilton	45011	Initial	\$ 802.60	5 for-0 against
Spencer, Debora		Retired	Hamilton	45011	Initial	\$ 994.69	5 for-0 against
Woodard, Carl D.		Disabled	Hamilton	45011	Initial	\$ 641.64	5 for-0 against