

**Hamilton County  
Veterans Service Commission  
Board Meeting Minutes  
April 25, 2024**

**Meeting called to order at 10:00**

**Pledge of allegiance led by Commissioner Jean Wilson**

**Roll Call:**

Commissioner Wilson, President - Present  
Commissioner Rowland – Vice President -Present  
Commissioner Watson – Secretary - Present  
Commissioner Staniford – Member – Present  
Commissioner Headen – Member - Present  
Pamela Minser – Administrative Assistant

**Guests:**

Dave Stevenson, Attorney at Law – Hamilton County Prosecutors Office  
Ron Kellerman  
Ken Brandt  
Adam Hower

Motion to adopt the minutes made by Commissioner Rowland, seconded by Commissioner Staniford.

**Discussion:**

Commissioner Staniford requested that the agenda presented be amended, request for new elections of board members be added to the agenda.

Commissioner Watson questioned if this was able to be done, Commissioner Staniford stated that it can be done any time and that with a new member coming on, this should be done as well.

Commissioner Watson requested clarification from Dave Stevenson, who confirmed election can be done at any time.

Election of officers added to the agenda.

Commissioner Staniford requested that the travel expense request for him to go to the Stark County Veterans Service Commission be added to the agenda along with the dental program he would like the board to consider adopting. Stated he requested them to be on the agenda, but this was never done.

Both items were added to the agenda.

Commissioner Staniford requested that the review of minutes from previous meetings be discussed, and internal office matters be removed from the executive session. These items can't be in executive session.

Both items were removed from executive session.

The agenda was amended.

Motion to approve agenda with amendments was made by Commissioner Staniford, and seconded by Commissioner Rowland,

**A vote was taken:**

Commissioner Rowland, aye  
Commissioner Watson, aye  
Commissioner Staniford, aye

**Election of officers:**

**President:**

Commissioner Wilson – accepted.

A vote was taken:

Commissioner Rowland – yes

Commissioner Staniford – yes

Commissioner Watson – yes

Unanimous vote -Commissioner Wilson will remain President.

**Vice President:**

Commissioner Staniford nominates Commissioner Rowland to remain Vice President on the board.

Commissioner Rowland – Respectfully declines.

Commissioner Headen nominates Commissioner Watson to be Vice-President-

Commissioner Watson – Declined

Commissioner Staniford nominates Commissioner Headen to be Vice President

Commissioner Headen – Declined

Commissioner Headen – had questions about the responsibilities of the Vice President, Commissioner Staniford explained that basically he would be the one who handles the Commission meetings when the president is not available.

Commissioner Headen, decided to accept his nomination as the Vice President

A vote was taken:

For Commissioner Headen as Vice President

Commissioner Headen – Yes

Commissioner Rowland- Yes

Commissioner Staniford – Yes

Commissioner Watson – Yes

Majority for Commissioner Headen as Vice President

**Secretary**

Commissioner Headen Nominated Commissioner Watson

Commissioner Rowland Nominated Commissioner Staniford

A vote was taken:

For Commissioner Watson as Secretary

Commissioner Headen – Yes

Commissioner Rowland – No

Commissioner Staniford – No

Commissioner Watson – Yes

Commissioner Wilson President – No

Commissioner Staniford as Secretary

Commissioner Headen- No

Commissioner Rowland – Yes

Commissioner Staniford - Yes

Commissioner Watson – No

Commissioner Wilson President – Yes

Majority for Commissioner Staniford as Secretary.

**Elections results**

Commissioner Wilson – President  
Commissioner Headen – Vice President  
Commissioner Staniford – Secretary

Commissioner Staniford makes motion for seats to take effect immediately, seconded by Commissioner Rowland.

A vote was taken:

Commissioner Headen – aye  
Commissioner Rowland – aye  
Commissioner Staniford – aye  
Commissioner Watson – abstain.

The majority for newly elected seats to take effect immediately.

President Wilson requests that executive session be moved to the next item of business so the appeal on the agenda could be heard.

Motion to adjust agenda made by Commissioner Watson, seconded by Commissioner Headen.

A vote was taken:

Commissioner Headen – yes  
Commissioner Rowland – yes.  
Commissioner – Staniford – yes  
Commissioner – Watson – yes

Unanimous vote – Agenda adjusted.

**Executive session**

Motion made by Commissioner Staniford to enter executive session according to ORC 5901.01 through 5901.15 to hear EFAA appeal and review financial assistance funds distributed, seconded by Commissioner Headen.

**Appeal**

Emergency financial assistance application appeal

Motion to assist applicant with \$961.00 was made by Commissioner Rowland, seconded by Commissioner Watson.

**Discussion:**

Commissioner Headen does not feel this is an emergency, missing one mortgage payment will not start foreclosure proceedings. Commissioner Watson questioned if there was any foreclosure documentation that the veteran submitted, and there was none. Commissioner Staniford stated that veteran's history with HCVSC shows that he feels HCVSC is here to supplement his income.

Vote was taken:

Commissioner Rowland – yes  
Commissioner Headen – no  
Commissioner Staniford - no  
Commissioner Watson – yes  
Commissioner Wilson President – yes

The majority votes to assist veteran with one month's mortgage payment in the amount of \$961.00 be granted.

**April 10, 2024 – Minutes**

**Commissioner Rowland made motion to approve April 10, 2024, minutes, seconded by Commissioner Staniford.**

**Discussion:**

Commissioner Watson stated he had on the agenda a discussion prior to the approval of the minutes to be discussed by the Board in Executive Session. He stated incorrect information was in the minutes previously approved by the board. It was explained to Commissioner Watson that once the minutes were approved; they cannot be amended/changed. This was confirmed by attorney Dave Stevenson.

Commissioner Watson questioned why he was not listed at the April 10, 2024, meeting, explained he was not here so he was not able to approve or sign the minutes from a meeting he did not attend. Commissioner had stated prior to the meeting that he would be late and asked to be excused until he arrived. He felt he should be in the minutes as excused. Explained to Commissioner Watson he was on the agenda, and it stated that he was not here for the meeting.

Commissioner Watson spoke of a meeting that he had with Melissa Powers and Kathy Bailey of the Hamilton County Prosecutor's Office regarding minutes from the previous meeting.

Vote was taken:

Commissioner Rowland – yes

Commissioner Staniford – yes

Commissioner Wilson President – yes

Jerry Rowland had to leave.

**New business**

**Update on open Executive Director's Position**

The motion was made by Commissioner Staniford to close the job posting for the Executive Director and begin scheduling interviews for this job opening, and Commissioner Wilson and Commissioner Staniford will begin the interview process.

Seconded by Commission Headen.

**Discussion**

Commissioner Watson recommends keeping the job posting up until the April 30, 2024. To get more resumes, that is what other departments in Hamilton County do when filling these types of positions. Commission Staniford recommends taking it down since VSC has 15 or more resumes, already. If the position is not filled, job opening can be reposted again. The goal is to get someone hired as soon as possible. Viewing resumes and interviewing now is something we need to do as soon as possible.

Vote taken:

Commissioner Headen – yes

Commissioner Staniford – yes

Commissioner Watson – no

Majority votes to begin scheduling and interviewing applicants for the Executive Directors position.

### **Dental program**

Motion to approve the Dental Program was made by Commissioner Staniford, seconded by Commissioner Headen

Vote taken:

Commissioner Headen – yes  
Commissioner Staniford – yes  
Commissioner Watson – yes

### **Travel**

Motion to approve travel for Commission Staniford to Stark County to help develop and implement possible things new plans here at the HCVSC was made by Commissioner Staniford, seconded by Commission Headen.

Vote taken:

Commissioner Headen – yes  
Commissioner Staniford –yes  
Commissioner Watson – yes

### **2025 Budget**

Commissioner Staniford presented a draft of the 2025 budget, that he will be presenting and discussing with the Hamilton County Board of Commissioners on Tuesday April 30, 2024. Commissioner Watson had several questions about the budget and asked for some breakdowns and explanations.

### **Old business**

Commissioner Watson -status on open VSO and Administrative Assistant Positions  
No job descriptions for either position is complete.

Commissioner Staniford had a completed job description for a Veterans Service Officer. The motion was made by Commissioner Staniford to post this job position right away, seconded by Commissioner Headen.

### **Discussion:**

Commissioner Watson states this should not be posted he has not had a chance to review this job description, and as the Chair of Staffing/Personnel he doesn't feel this is appropriate to post at this time.

Commissioner Wilson announced at this time that committees and chairs for each of the committees are abolished. They are not working as expected, they are done.

Vote taken to post job position for a Veterans Service Officer:

Commissioner Headen – yes  
Commissioner – Staniford – yes  
Commissioner – Watson – no

Majority rules – Job opening will be pasted right away on the VSC website.

Next meeting: Wednesday,

May 8, 2024, at 10:00am

Motion to adjourn was made Commissioner Staniford, seconded by Commissioner Headen.

Vote taken:

Commissioner Headen – Yes

Commissioner Staniford – Yes

Commissioner Watson – Yes

Meeting adjourned.

  
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President Commissioner Wilson

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Vice President Commissioner Headen

  
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Secretary Commissioner Staniford

  
\_\_\_\_\_  
Member Commissioner Rowland

\_\_\_\_\_  
Member Commissioner Watson

*I OBJECTED TO ACCURACY of THESE MINUTES*

*W. Watson*