

**Veterans Service Commission
Of Hamilton County**

Commissioner Board Meeting March 12, 2025

President Jean Wilson brought the meeting together at 10:00 A.M.

Pledge of Allegiance – Led by Jean Wilson

Roll Call: Commissioner Burwinkel, Commissioner Rowland, Commissioner Staniford (no, then stated no quorum), Commissioner Ware. Commissioner Wilson

Attendees: Executive Director Sonza, Pam Minser, Eric Munas Attorney with the Hamilton County Prosecutors Office, HCVSC Staff: Amber Ndubuisi, Jim Gronefeld, James Massey, Christopher Smith, Jennifer Dexter

Guests: Tom Conlon, Edward Brown, Raffael Prohett

Agenda: Motion to approve the agenda as published was made by Mr. Staniford, duly seconded by Mr. Rowland

Discussion: Hearing none

All those in favor of the published agenda signify with aye.

Mr. Burwinkel-aye, Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford-aye, Mr. Ware-aye, Mr. Watson-aye, Ms. Wilson-aye.

Opposed – none

Motion carried

- The executive director asked that the record reflect that Commissioner Headen, Commissioner Parks, and Commissioner Watson are in attendance.

Public Comments – None

February 12, 2025, Board Meeting Minutes:

Motion to approve minutes as published was made by Mr. Headen, duly seconded by Mr. Ware

Discussion: Hearing none

All those in favor of approving February 12, 2025, meeting minutes as published signify with-aye.

Mr. Burwinkel-aye, Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford – aye, Mr. Ware - aye Mr. Watson -aye, Ms. Wilson-aye.

Opposed – none

Motion carried

Business:

Old Business:

a. Transportation – Van acquisition

Motion to approve the purchase of a 2024 Ford Transit 14 Passenger Van and a Braun Ability 7 passenger van with wheelchair accessibility was made by Mr. Staniford, duly seconded by Mr. Rowland

Discussion: Commissioner Parks expressed the possible consideration of reaching out to Veteran owned businesses for future van purchases.

All those in favor of purchasing the two passenger vans in the 3rd or 4th quarter of 2025 signify with aye.

Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford – aye, Mr. Ware -aye Mr. Watson -aye, Ms. Wilson-aye.

Opposed – none.

Abstained - Mr. Burwinkel

Motion carried

Veterans Cemetery and Memorial Support Program: Executive Director presented a draft of an MOU between the HCVSC and the BOCC. This is being tabled until later once further information has been gathered.

New Business:

Mission Statement Review – Copy attached

Discussion: None

Board Meeting Rules – Copy attached

Motion to approve the board meeting rules as presented was made by Mr. Burwinkel, duly seconded by Ms. Parks

Discussion: hearing none

All those in favor of approving the board meeting rules signify with aye

Mr. Burwinkel-aye, Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford – aye, Mr. Ware - aye Mr. Watson -aye, Ms. Wilson-aye.

Opposed – none

Motion carried

2025 Executive Director's Goals & Objectives

Director updates – see attached

Executive Director Spending Limit Review:

A motion to allow the director a spending limit of \$50,000.00 to prevent delays in daily operation procedures and events as needed was made by Mr. Headen, duly seconded by Mr. Ware.

Discussion:

All those in favor of the set limit for the Director signify with aye.

Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Ware -aye, Ms. Wilson-aye.

Opposed – Mr. Staniford-no, Mr. Watson-no

Abstained - Mr. Burwinkel

Motion carried

Reds 2025 Season Sponsorship- Copy attached

Motion to approve the 2025 Reds Sponsorship was made by Mr. Headen, duly seconded by Mr. Rowland

Discussion:

All those in favor of the Reds Sponsorship signify with aye.

Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford – aye, Mr. Ware -aye Mr. Watson -aye, Ms. Wilson-aye.

Opposed – none.

Abstained – Mr. Burwinkel

Motion carried

Commissioner/Director Updates:

Executive Session:

Ms. Wilson entertained a motion to enter Executive Session To “Review emergency financial assistance applications for the period of 2/1/2025 through 2/28/2025, pursuant to ORC 121.22(J) and 5901.09(c)

A motion to enter the Executive Session was made by Mr. Headen, duly seconded by Mr. Rowland

Discussion: Hearing none

Roll Call Vote:

Mr. Burwinkel-aye, Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford-aye, Mr. Ware-aye, Mr. Watson-aye, Ms. Wilson-aye

Motion carried

Closed Session

Opened to public setting:

Ms. Wilson entertained a motion to approve the financial assistance reports, so moved Ms. Parks, duly seconded Mr. Rowland.

Ms. Wilson entertained a motion to approve the financial assistance reports, so moved Ms. Parks, duly seconded Mr. Rowland.

All those in favor of approving the financial assistance reports, signify with aye

Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford – aye, Mr. Ware -aye Mr. Watson -aye, Ms. Wilson-aye.

Opposed – none,

Abstained – Mr. Burwinkel

Motion carried

Adjournment:

Motion to adjourn was made by Mr. Rowland, duly seconded by Mr. Headen

Discussion: Hearing none

All in favor of adjourning the meeting signified with aye.

Mr. Burwinkel-aye, Mr. Headen-aye, Ms. Parks-aye, Mr. Rowland-aye, Mr. Staniford – aye, Mr. Ware -aye Mr. Watson -aye, Ms. Wilson-aye.

Motion carried

Next meeting: Wednesday April 9, 2025, at 10:00am will be held at 230 E. 9th St. 1st fl. Room 1150 (Pre-trail Services)

Minutes Approved this date: 4-9-2025

Jean Wilson, President:

Jean Wilson

Richard Headen, Vice President:

Richard Headen

Bill Burwinkel, Secretary:

Bill Burwinkel

Victoria Parks, Member:

Victoria Parks

Jerry Rowland, Member:

Jerry Rowland

Steven Staniford, Member:

Not in attendance

Lincoln Ware, Member:

L. Ware

Lee Watson, Member:

L. Watson