



**MINUTES OF THE SPECIAL MEETING OF THE  
MONTGOMERY COUNTY VETERANS SERVICE COMMISSION  
March 1, 2021 at 1:00PM**

**I. CALL TO ORDER**

President Hays called the meeting to order at 1:02 p.m. at 627 Edwin C. Moses Boulevard, 4<sup>th</sup> Floor, East Medical Plaza, Dayton, Ohio 45417.

**II. ROLL CALL**

President Hays requested Secretary Fried to take the roll call.

<u>Commissioners</u>	<u>Present</u>	<u>Excused</u>
Jerry Hays, President	X	
Federico Rojas, Jr., Vice President	X	
William Fried, Secretary	X	
Jim Dare, Commissioner	X	
Mark Wilson, Commissioner		X

Staff members present: Kim Frisco, Executive Director, Dan Semsel, Deputy Director, and Steven Strain, MCVSC Veterans Legal Counsel. Steven was welcomed by all to the Commission as this was his first day on the job.

Also in attendance with the Honorable Judge Dennis Adkins, presiding judge over the Veterans Treatment Court.

**III. PLEDGE OF ALLEGIANCE**

President Hays led the Pledge of Allegiance and asked for a moment of silence.

**IV. PRESCHEDULED PRESENTATIONS**

None.

**V. PUBLIC COMMENTS**

None.

**VI. NEW BUSINESS**

- a.) On February 25, 2021, Missy Zimmer, Administrative Officer, accepted a position with Coolidge Law Offices. Her farewell lunch is scheduled for Friday, March 5, 2021. All expressed their gratitude for all her efforts, especially those over the last year as we transitioned in a new Executive Director.

- b.) The Executive Director and her Deputy have reviewed the 92 applicants for the Administrator position and have screened out 49 that do not qualify under ORC 5901. They have scored the rest of the resumes received and will send the top 13 to the personnel committee who will review and narrow the field to the top five candidates. Two internal candidates applied and they will be considered first. We discussed that the Administrator should also be a Notary, or at least have another Notary in the office besides our new legal counsel, Steven Strain. Judge Adkins offered to assist with getting the new Administrative Office approved to be a Notary.
- c.) Commissioner Rojas moved and Secretary Fried seconded a motion to interview the internal Administrator candidates at the March 10, 2021 meeting. After a brief discussion, the motion was passed. Vote for approval was as follows:

<u>Commissioners</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jerry Hays, President	X		
Federico Rojas, Jr., Vice President	X		
William Fried, Secretary	X		
Jim Dare, Commissioner	X		

President Hays declared the motion approved as presented.

- d.) The top three candidates for the Veterans Treatment Court Mentor Coordinator were scheduled to be interviewed. This position will work with Judge Atkins to develop and administer the peer mentoring program for the Veterans Treatment Court. Kyren Gant and Elaine Herrick were interviewed. While both candidates seemed well qualified, the Commission felt that Elaine was the stronger candidate given her background helping to establish the Veterans Treatment Court. Judge Adkins has worked with Elaine and concurred with the Commission. The third candidate, Leah Jadwin, was a no show for the interview and without contacting the Commission and therefore removed from consideration.
- e.) Discussion of the best candidate and the proposed salary for the position could be in the range of \$36,000 to \$40,000.
- f.) President Hays made a motion to offer the position of Mentor Coordinator to Elaine Herrick. Secretary Fried seconded the motion to offer the position to Elaine Herrick with a starting salary of \$36,000/year and with a negotiated ceiling of \$40,000 per year if needed. After a brief discussion, the motion passed with all four attending commissioners voting Aye. Vote for approval was as follows:

<u>Commissioners</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Jerry Hays, President	X		
Federico Rojas, Jr., Vice President	X		
William Fried, Secretary	X		
Jim Dare, Commissioner	X		

President Hays declared the motion approved as presented.

- g.) Director Frisco will contact Elaine Herrick to extend the employment offer, and notify the Commissioners of the hiring results. She will also notify HR, Nathaniel Peterson and Matt Heck, Montgomery County Prosecutor, of our selection. Finally, she will notify all candidates of their non-selection.

**VII. MANAGEMENT REPORT**

None.

**IX. COMMISSIONER REPORTS**

None.

**X. ADJOURNMENT**

The meeting adjourned at 3:18 p.m.

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Jerry Hays, President

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James Dare, Commissioner

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Federico Rojas, Jr., Vice President

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Mark Wilson, Commissioner

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William Fried, Secretary