



# Kitsap County Veterans Advisory Board

The purpose of the Kitsap County Veteran’s Advisory Board is to advise the Board of County Commissioners on the needs of local indigent veterans, the resources available to local indigent veterans, and the programs that could benefit the needs of local indigent veterans and their families.



## BOARD MEETING

**DATE:** October 9, 2024  
**TIME:** 5:30 p.m.  
**LOCATION:** Olympic College, Building 4, Room 129.

### [Join Zoom Meeting](#)

Topic: Kitsap County Veterans Advisory Board Meeting  
Meeting ID: 834 6002 9859  
Passcode: 116863  
Phone: 1-253-215-8782

## A G E N D A

\* = Action Item

- 1. **Call to Order.** Mark Lowe
- 2. **Online Announcement.** Jayme DeGooyer
- 3. **Welcome to attendees and new board members.** Jayme DeGooyer
- 4. **Introduction of Attendees.** Mark Lowe  
Introduce Marqus Ellis, KCR Veterans Assistance Fund Administrator Rick Becker
- 5. **Approval of Agenda. \*** Jayme DeGooyer
- 6. **Approval of September 11, 2024, VAB Minutes. \*** Jayme DeGooyer
- 7. **Guest Speaker.** Samantha Adams, Attorney, Northwest Justice Project.
- 8. **Reports.**
  - a. **Veterans Assistance Fund Reports Review Expenditures.** VAB Members
  - b. **Update on KCR Veteran Assistance Fund administration.** Marqus Ellis
  - c. **Committee Reports.**

Topic	VAB Member
<b>Aging Veterans Services</b>	Matt Shillingburg
<b>Housing and Homelessness</b>	Branden Davis
<b>Public Affairs and Social Media</b>	Brian Davis
<b>Special Event VAB Support -</b>	Peggy Roy
<b>Veteran Education</b>	Tatiane Simmons
<b>Veteran Health Care</b>	Peggy Roy
<b>Veteran Mental Health Plans and Programs</b>	Rick Raymond
<b>Veterans Garden</b>	Andrew Magallanez
<b>Women’s Veteran Services</b>	Jayme DeGooyer
<b>Veteran Employment and Employment Opportunities</b>	Bill Martin
<b>Veteran Assistance Fund Client Assessments</b>	Samantha D’Anella
<b>Veteran Court Mentorship</b>	Rick Raymond

- 9. **Old Business:**
  - a. Veterans Resource Center progress. Rick Becker
  - b. Work Plan Review Rick Becker

**10. New Business:**

Topic	VAB Member
Review DRAFT Retreat Agenda and meeting logistics details.	Jayme DeGooyer

**11. Public Comments.**

**12. Good of the Order/Announcements.**

13. **Next Meeting** December 11, 2024, 1730, Olympic College, Building 4, Room 129.

**14. Adjourn.**

## Attachment A

### VAB Events 2024

January TBD – Begin Run to Tahoma planning meetings.

January 10 - 1730, VAB monthly meeting – Topic: Kitsap Rescue Mission (Ron Valencia)

February 13 - 1730, VAB monthly meeting – Topic: Casey Jinks, Kitsap County Sheriff's Office (Rick Becker)

March 2 – Military Appreciation Day at the Kitsap Pavilion. Open to the public 11:00am – 2pm.

March 6 – 6:00pm Run to Tahoma Planning Meeting at American Legion Post 149.

March 13 - 1730, VAB monthly meeting – Topic: Puget Sound Energy Program updates – Maria Dozeman

March/April TBD - Veteran Garden prep

April 3 - 6:00pm Run to Tahoma Planning Meeting at American Legion Post 149.

April 10 - 1730, VAB monthly meeting – Topic: Evergreen Goodwill (Andrew Magallanez)

April 27 – Spring Stand Down, Sheridan Park Community Center

May TBD – Veteran Garden Working Party

May 1 - 6:00pm Run to Tahoma Planning Meeting at American Legion Post 149.

May 8 - 1730, VAB monthly meeting – Topic: 2024 Legislative Wrap Up with Caldier and Spencer-Hutchins. (Rick Raymond and Andrew Magallanez)

May 24 – The Unforgotten, Run to Tahoma; transfer Veteran remains from Coroner to CountyAdmin Building

May 25 – 1000, The Unforgotten, Run to Tahoma

June 8 - WDVA Women Veterans Conference. Yakima Convention Center.

June 12 - 1730, VAB monthly meeting –

July TBD – 1000 – 1200, Veteran's Garden Working Party

July 10 - 1730, VAB monthly meeting– Topic

July 11 – 1130 – 1300 Whole Health Roadshow Silverdale CBOC

Ongoing: Support Garden maintenance.

Ongoing: – Veterans Garden Working Party

August 14 - 1730, VAB monthly meeting. – Topic: Veteran Resources Review.

September 11 - 1730, VAB Monthly Meeting – Topic:

September TBD - 1830- 2000; World Suicide Prevention

**September 27 - Fall Stand Down Set up; 1200 – 3:00pm.**

**September 28 - Fall Stand Down; 1000 - 1400 (Vet registration, and teardown)**

October TBD - Veterans Garden Working Party

October 9 – 1730 VAB monthly meeting – Topic: Samantha Adams, Northwest Justice Project Staff Attorney.

**November 2 - 0900 - 1400, VAB Retreat (no monthly meeting)**

November 11, Veterans Day Host table at the Kitsap Pavilion

November 15 Silverdale CBOC Whole Health Day 9am to 3pm. Rick Becker to host table.

December 13 - 1730, VAB monthly meeting – Topic:

Attachment B



Veterans Advisory Board 2024 Work Plan

Meeting Days, Time and Location: 2<sup>nd</sup> Wednesday of each month @ 1730; Location Olympic College Bldg., 4, Room 129.

Advisory Board Chair: Jayme DeGooyer; [Jayme.DeGooyer@gmail.com](mailto:Jayme.DeGooyer@gmail.com);

Advisory Board Vice Chair: Mark Lowe; [mark-d-low@wavecable.com](mailto:mark-d-low@wavecable.com)

Advisory Board Staff: Rick Becker, [rbecker@kitsap.gov](mailto:rbecker@kitsap.gov), 360-337-4811

Advisory Board Purpose/Mission Statement: Advise the Board of County Commissioners on the needs of local indigent veterans, the resources available to help veterans and programs that could benefit the needs of local indigent veterans and their families.

2024 Goal	Status % Complete	2024 Priority Level	Comments/Coordination
<b>TIER 1: HIGH PRIORITY</b>			
1. Increase outreach activities to both active duty and veterans.	100%	High	Consider participation in Veterans Day, Military Appreciation Day, County Fair, Silverdale Whaling Days, and other community events through the year. Staff information tables at events to provide the Veterans Assistance Program maximum exposure to not only veterans in need but to community members who may know of veterans in need. Document table visitor numbers increase exposure.
2. Establish a concept, scope of operations and estimated annual operating cost for a Kitsap County Veterans Center.	100%	High	The long-term goal is to establish a veteran service center in the county where veterans can come and obtain information, claims assistance, resources, and attend events. Establish a multidisciplinary work group that will develop a business case and plan for consideration by the county commissioners during calendar year 2024. Follow progress at monthly meetings. VAB member lead with others assisting and staff coordinator support.

2024 Goal	Status % Complete	2024 Priority Level	Comments/Coordination
3. Support two Stand Downs with KAVA.	100%	High	Led by the VAB Chair and Vice Chair, as many VAB members as possible engage in the event planning with KAVA and provide on-site staffing support for the events.
4. Plan and execute the Run to Tahoma XIII.	100%	High	The VAB Chair and Vice Chair lead activities with key VAB members to plan the ceremony and collaborate with local veteran motorcycle groups to escort honored veterans to Tahoma National Cemetery.
5. Veteran Garden	100%	High	VAB members will evaluate an opportunity to support a veteran garden at Retsil to assure veteran participation.
6. Improve Veteran Assistance Fund client level demographic and participation data.	100%	High	The VAB Coordinator will conduct in-depth data collection and analysis of Veteran Assistance Fund demographic and utilization information with a goal of better understanding veteran needs and recommend program improvements to address those needs.
7. VAB involved with Kitsap County Mental Health & Suicide Prevention committee established by County – have one VAB board member as representative. Participate in annual Mental Health/Suicide Prevent Event	100%	High	Rick Raymond will represent the VAB at committee meetings and advise the VAB on needed assistance.
<b>TIER 2: MODERATE PRIORITY</b>			
1. VAB increase social media presence to reach more veterans.	100%	Moderate	Social media lead with VAB members feeding applicable information for posting.
2. Maintain presence at Veteran’s Day and Military Appreciation Day events.	100%	Moderate	VAB members.
3. Increase Outreach for Veteran Garden including social media and newspapers	100%	Moderate	VAB members.

2024 Goal	Status % Complete	2024 Priority Level	Comments/Coordination
4. Continue Veteran Program web site improvements.	100%	Moderate	The VAB Coordinator in collaboration with the Human Services Department Office Manager keep the site populated with current information for the public.
<b>TIER 3: LOW PRIORITY</b>			
1. Monitor the status of state legislation that supports the efforts of the Veterans Assistance Program	Ongoing	Low	VAB members and Staff Coordinator. Discuss at monthly VAB meetings for awareness.
2. Maintain a close working relationship with VSOs and community service providers for the purpose of helping veterans complete the VAF application process	Ongoing	Low	Contact and collaborate as needed; Staff Coordinator will remain in contact with local VSOs through the year.
3. Update VAB Manual	Ongoing	Low	Staff Coordinator and VAB Members
4. Solicit guest speakers for the VAB meetings to enhance, educate, and inform board members & community attendees on programs, services, and issues/concerns relevant to veterans	Ongoing	Low	VAB members with staff coordinator supporting as needed.
5. Veterans Court support and monitor ongoing veteran issues.	Ongoing	Low	In coordination with the KCR Veteran Specialist and Human Services Department Bail Studies Coordinator be available to offer assistance to justice involved veterans and their families to help avoid recidivism.

**MINUTES OF THE  
KITSAP COUNTY VETERAN'S ADVISORY BOARD  
September 11, 2024**

**CALL TO ORDER:** The meeting was conducted via Zoom and called to order by Mark Lowe at 5:30 PM.

**Announcements:** The Chair, Jayme DeGooyer, read the required on-line announcement covering the conduct of voting members and guests during the meeting.

**Introductions:** Mark Lowe led introductions of board members and other attendees.

**Approval of Agenda:** The agenda was reviewed by all members. A motion was made and seconded to approve the September agenda. The motion passed unanimously.

**Approval of minutes:** The August 2024, minutes were reviewed by members. A motion was made and seconded to accept the minutes as written. The motion passed unanimously.

**Speakers:** No guest speaker

**Reports.**

a. Rick Becker briefly reviewed the financial reports with the group. Use of the fund is stabilizing, and expenditures are currently running under budget for the year but at this point are running very close to historical monthly expenditures. Joel Burkhardt, the KCR Veterans Assistance Fund (VAF) Administrator, then provided a review of VAF expenditures. He noted that most clients continue to be referred to other agencies for assistance to address non-emergent needs and long term solutions. There is an emerging trend indicating that inflation is driving more to ask for assistance. Although many are not qualified due to income levels. Rent, utility expenses, and food are the major drivers of request for assistance. Joel announced that he will be leaving his position at KCR on the 20<sup>th</sup> of September. KCR administrators have announced the position and are interviewing three applicants now. Joel is confident that he will be able to turnover with the new person.

b. Committee Reports.

- **Aging Veterans Services.** Matt will be meeting with the Kitsap County Long-Term Care Ombudsman to find a way to help assess long term care facilities for veterans. He would like to embark on a program to reach out to the residents of long term care facilities to assure veterans and their families are aware of veteran benefits.
- **Housing and Homelessness.** No report.
- **Public Affairs and Social Media.** The Facebook site continues to receive wide viewership as content is updated. All VAB members are encouraged to send Brian content items for publishing.
- **Special Event Support.**
  - The Silverdale Veterans Administration CBOC is offering another Whole Health Day in November. Rick Becker commented he has responded to the coordinator to let her know the Veterans Program will be represented as in past years.
  - Stand Down preparations are progressing well. All VAB members are encouraged to support the event by participating in registering attendees at the registration table. Jayme will be sending out a reminder.
- **Veteran Education.** Tatiane announced that veteran student enrollment is expected to be higher in the fall than previous quarters. This is due in part to the completion of the new shop building that will host a new welding program. Use of the VAB sponsored Veteran Resource

Center is expected to see higher traffic as students return to classes at the end of September.

- **Veteran Health Care.** No report.
- **Veteran Mental Health Plans and Programs.** Rick Raymond presented plans to support a suicide prevention event. An event is planned for September 14th. See flier. VAB members are encouraged to attend. Rick asked for assistance with setting up the table. Rick Becker will provide information materials, a tablecloth, and the VAB banner. See Rick Raymond for details.
- **Veterans Garden.** No report.
- **Veteran Employment Opportunities.** Bill Martin informed the group about job fairs and employment opportunities for the group's awareness.
- **Women's Resource Group.** Jayme conducted an inventory of items used to support the Stand Down and noted a need for shoes. See Jayme if you know of a source.
- **VAF Client Assessments.** No report this month.
- **Veteran Court Mentorship.** Rick Raymond announced that he has lost a couple mentors and is looking to replace them. Those interested in working with veterans who are working through their court supervised programs are encouraged to see Rick for more information.



### Old Business –

a. **Veteran Resource Center progress.** The Veteran Resource Center is co-located with the Olympic College Military and Veteran Programs spaces in Building 11, Room 104. Rick Becker informed the group that traffic in the center has been light due to the 4 week gap between summer and fall quarters. Those he has assisted with applying for Veterans Assistance Fund help have commented that having the in-person assistance was beneficial. Due to the low traffic through the summer Rick asked the board if he can delay presenting the center's operational assessment until later in the year. Matt Shillingburg made a motion that Rick Becker present his assessment at the VAB Retreat on 2 November. The motion was seconded and passed unanimously.

b. **Work Plan Review.** Rick Becker adjusted completion percentages to account for the progress. He commended the group on the progress everyone made in accomplishing their 2024 goals. The Work Plan is included as Attachment A.

c. **Policy and Procedure changes.** Rick Becker briefed the group that the policy documents are in routing for official approval at a future Board of Commissioners meeting.

### New Business –

a. There was no new business presented.

**Public Comments:** There were no public comments.

**Good of the Order/Announcements:** Jayme DeGooyer reminded members about the need for people to work at the Stand Down registration desk. She also reminded the group to attend the VAB Retreat on 2 November at Skookum Contract Services in Bremerton from 9am to 3pm. The meeting will not be open to the public. The purpose of the retreat is to review 2024 activities and agree on a plan for 2025.

**Next meeting:** The next public Veterans Advisory Board meeting will be Wednesday, December 11th, 2024, at 5:30 pm. This meeting will be held at Olympic College, Building 4, Room 129 and will also be available through Zoom.



**ADJOURNMENT:** Meeting adjourned at 7:15 pm.

<b>Task Tracker</b>			
Date	Name	Task and Goal for Completion	Progress
July 10, 2024	Rick Becker	Incorporate approved VAF changes into the policies and procedures.	Drafting changes for submission to the county commissioners for their approval. Changes submitted to the Commissioners for consideration on August 14 <sup>th</sup> . 9/11/24 Awaiting agenda scheduling for a future meeting.
<b>ATTENDANCE</b>			
<b>MEMBERS</b>		<b>GUESTS</b>	<b>STAFF</b>
<b>Present</b> Jayme DeGooyer (I) Mark Lowe (Z) Richard Raymond (I) Tatiane Simons (I) Harry Gilger (I) Jack Cahoon (I) Peggy Roy (I) Brian Davis (Z) Jason Reis (I) Ron Valencia (Z) Matt Shillingburg (I) Bill Martin (I)		Joel Burkhardt, KCR (I) Phil Saurer (Z)	Rick Becker (I)
<b>Absent / Excused</b> Carlos Trujillo (E) Branden Davis () Samantha D'Anella (E) Dan Piper (E) Andrew Magallanez ()			
Note: (I) = In-Person (Z) = Zoom (E) = Excused			

Attachment A



**Veterans Advisory Board 2024 Work Plan**

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## 2024 Veterans Relief Fund Budget

As of September 30, 2024

Account #	Account Title	Budget	Year to Date	Percent	Balance
	Beginning Fund Balance	-	658,000.00		
<b>Current Revenue</b>					
3110.10	Real & Personal Property	800,000.00	458,985.06	57.4%	341,014.94
3610.11	Investment Interest	2,000.00	2,877.65	143.9%	(877.65)
3000	Other Revenue	2,700.00	1,858.08	68.8%	841.92
	<b>Revenue total</b>	<b>804,700.00</b>	<b>463,720.79</b>	<b>57.6%</b>	<b>340,979.21</b>
	<b>Budget total</b>	<b>804,700.00</b>			
<b>County Staff Charges</b>					
5101	Regular Salaries	46,388.00	33,759.20	72.8%	12,628.80
5201	Industrial Insurance	555.00	347.19	62.6%	207.81
5202	Social Security	3,549.00	2,564.21	72.3%	984.79
5203	PERS Retirement	4,305.00	3,166.12	73.5%	1,138.88
5209	WA State Family Leave	101.00	71.22	70.5%	29.78
5229	Benefit Bucket	7,245.00	5,433.75	75.0%	1,811.25
5311	Office Supplies	1,000.00	-	0.0%	1,000.00
5352	Computer Software	500.00	-	0.0%	500.00
5422	Cellular Telephone	-	425.01	0.0%	(425.01)
5425	Postage	150.00	12.16	8.1%	137.84
5431	Mileage	500.00	-	0.0%	500.00
5432	Travel	-	-	0.0%	-
5451	Operating Rentals	1,500.00	382.91	25.5%	1,117.09
5452	Cloud Service Subscriptions	-	106.38	100.0%	(106.38)
5497	Registration & Tuition	-	106.86	100.0%	(106.86)
5492	Other Miscellaneous	-	-	0.0%	-
<b>Contracted Services</b>					
5415	Management Consulting	-	-	0.0%	-
	KCR	646,410.00	234,072.39	36.2%	412,337.61
	NW Justice League	60,000.00	41,734.00	69.6%	18,266.00
<b>Veteran's Garden</b>					
5499	Other Miscellaneous	1,200.00	-	0.0%	1,200.00
<b>Standdown</b>					
5413	Medical/Dental	4,000.00	-	0.0%	4,000.00
5441	Advertising	2,000.00	439.00	22.0%	1,561.00
5451	Operating Rentals	-	425.00	100.0%	(425.00)
5499	<b>Other Miscellaneous</b>	<b>14,562.00</b>	<b>163.90</b>	<b>1.1%</b>	<b>14,398.10</b>
	Veteran's Garden	1,200.00	-	0.0%	1,200.00
<b>County Charges</b>					
5912	I/F IS Service Charges	3,319.00	2,489.22	75.0%	829.78
5913	I/F IS Program Maintenance	1,542.00	1,156.50	75.0%	385.50
5922	I/F IS Projects	304.00	227.97	75.0%	76.03
5996	Indirect Cost Allocation	5,570.00	4,177.50	75.0%	1,392.50
	<b>Expense total</b>	<b>805,900.00</b>	<b>331,260.49</b>	<b>41.1%</b>	<b>474,639.51</b>
	Estimated ending Fund Balance	-	658,000.00		
	<b>Budget total</b>	<b>805,900.00</b>			