

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Josh Peters, County Administrator

FROM: Jefferson County Veterans' Advisory Board (JCVAB)

DATE: August 25, 2025

SUBJECT: In the Matter of Adopting a New Policy on the Distribution of Jefferson County Veterans' Assistance Funds and Updated By-Laws for the Jefferson County Veterans' Advisory Board (JCVAB)

STATEMENT OF ISSUE:

On Friday, August 15, 2025, JCVAB held a public meeting and voted to recommend to forward slightly revised By-Laws and a new Policy on the Distribution of the Jefferson County Veterans' Advisory Fund to the Jefferson County Board of Commissioners (BoCC) for review.

ANALYSIS:

The Jefferson County Veterans' Assistance Fund was established per RCW [73.08.080](#) to provide tax funds to provide emergency relief funds for eligible indigent veterans and their dependents, including but not limited to providing short term emergency assistance for food, shelter, utilities and other necessities of life.

On January 3, 1994, BoCC adopted Ordinance Number [01-0103-94](#), authorizing the execution of an agreement between Jefferson County and the Jefferson County Veterans' Service Officers Association for the disbursement of funds from the Jefferson County Veterans' Assistance Fund. Over time this agreement has been renewed. The most recent agreement was signed in 2009, but expired on June 22, 2019.

It has since been determined a policy on the Distribution of Jefferson County Veterans' Assistance Fund would be more appropriate and better meet the needs of Jefferson County's veterans while still meeting all the legal requirements of chapter [73.08](#) RCW. As such, a draft policy was developed by the Jefferson County Veterans' Advisory Board (JCVAB) working in collaboration with the Prosecuting Attorney's Office. The new Policy on the Distribution of Jefferson County Veterans' Assistance Fund was reviewed by JCVAB at their August 15, 2025, public meeting. Based on input and recommendation from JCVAB, this Policy is now ready for BoCC review.

Slightly revised By-Laws are also recommended for BoCC review and simply further reflect the wishes and work of JCVAB, and are updated for consistency with the new Policy on the Distribution of Jefferson County Veterans' Assistance Fund.

Attached for review:

- Resolution
 - Attachment A: Policy on the Distribution of Jefferson County Veterans' Assistance Fund
 - Attachment B: Revised By-Laws

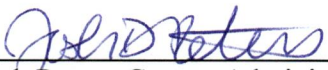
FISCAL IMPACT:

None. There is no new fiscal impact from this agenda request. Voucher payments ratified by this Resolution have already been accounted for by the Veterans' Assistance Fund, which is in good standing.

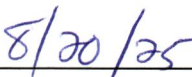
RECOMMENDATION:

BoCC move to approve the attached Resolution: In the Matter of Adopting a New Policy on the Distribution of Jefferson County Veterans' Assistance Funds and Updated By-Laws for the Jefferson County Veterans' Advisory Board (JCVAB).

REVIEWED BY:



Josh Peters, County Administrator



Date

STATE OF WASHINGTON

County of Jefferson

**In the Matter of Adopting a New Policy on
the Distribution of Jefferson County
Veterans' Assistance Funds and Revised By-
Laws for the Jefferson County Veterans'
Advisory Board (JCVAB)**

RESOLUTION NO.

WHEREAS, the Jefferson County Veterans Assistance Fund was established per RCW [73.08.080](#) to provide tax funds to provide emergency relief funds for eligible indigent veterans and their dependents, including but not limited to providing short term emergency assistance for food, shelter, utilities and other necessities of life; and

WHEREAS, on January 3, 1994, Jefferson County Board of County Commissioners (BoCC) adopted Ordinance Number [01-0103-94](#), authorizing the execution of an agreement between Jefferson County and the Jefferson County Veterans' Service Officers Association for the disbursement of funds from the Jefferson County Veterans Assistance Fund; and

WHEREAS, on November 2, 2015, BoCC adopted Resolution Number [39-15](#), establishing a Jefferson County Veterans Advisory Board as required by RCW [73.08.035](#);

WHEREAS, pursuant to RCW [73.08.035](#)(1), the Jefferson County Veterans' Advisory Board advises BoCC on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families; and

WHEREAS, pursuant to Resolution Number [39-15](#), and with support from local nationally recognized veterans service organizations serving Jefferson County, the Veterans' Service Officers Association also serves as the Jefferson County Veterans' Advisory Board; and

WHEREAS, on June 22, 2009, BoCC executed an Agreement (2009 Agreement) between Jefferson County and the Jefferson County Veterans' Service Officers Association for the disbursement of Veterans Assistance Funds through a voucher system; and

WHEREAS, the 2009 Agreement expired on June 22, 2019 and was inadvertently not renewed; and

WHEREAS, Jefferson County's Veterans' Advisory Board continued to diligently review applications for the Veterans' Assistance Fund and provide emergency assistance through the

voucher system, including allowable funeral support, to eligible veterans and family members pursuant to program criteria; and

WHEREAS, Jefferson County's Veterans' Assistance Fund is kept as a separate fund and is only used for approved vouchers and expenses related to veterans' relief; and

WHEREAS, BoCC finds it is in Jefferson County's best interest to maintain continuity of services for emergency assistance through the Veterans' Assistance Fund, which is authorized by chapter [73.08](#) as a county-based veterans' relief program, and hereby ratifies any vouchers, including funeral payments, made between the expiration of the previous Agreement on June 22, 2019, and adoption of the new Policy on Distribution on Jefferson County's Veterans' Assistance Fund; and

WHEREAS, the JCVAB Board Chair, County Administrator, and County Treasurer recently met to review the Veterans' Assistance Fund balance, which is in good standing, and has been properly monitored according to all regular Jefferson County accounting practices; and

WHEREAS, in May 2025, BoCC adopted updated Jefferson County's Veterans' Advisory Board By-Laws, in large part because the Veterans' Advisory Board had not been able to meet without 100% of their members, thus limiting their availability to meet as frequently as desired. The updated By-Laws also clarified their name as "Jefferson County Veterans' Advisory Board" (JCVAB); and

WHEREAS, on Friday, August 15, 2025, JCVAB held a public meeting and voted to recommend slightly revised By-Laws, now that they have been able to meet and review the By-Laws together with the new Policy, as well as the new Policy, which replaces the expired 2009 Agreement, ensuring an up-to-date and efficient mechanism to distribute the Jefferson County Veterans' Assistance Funds;

WHEREAS, JCVAB worked in collaboration with the Prosecuting Attorney's Office to review both the revised By-Laws and new Policy for legal sufficiency and consistency with legislative intent; and

WHEREAS, the new Policy on the Distribution of Jefferson County Veterans' Assistance Funds is consistent with the legal requirements outlined in chapter [73.08](#) RCW Veterans Relief and replaces the need for continuously updating contract agreements between Jefferson County and the Jefferson County Veterans' Service Officers Association; and

WHEREAS, Jefferson County has a strong history of supporting and honoring veterans in the community and the revised By-Laws and new Policy continue this legacy by further supporting and the good work done by veteran volunteers serving as JCVAB members on behalf of Jefferson County;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact supporting this resolution.

Section 2. Adoption of JCVAB Policy on Distribution of Jefferson County Veterans’ Assistance Funds. BoCC hereby adopts a new Policy on Distribution of Jefferson County Veterans’ Assistance Funds, which is attached as **Attachment A (Policy)**, and recommended by JCVAB. This Policy replaces the previous Agreement dated June 22, 2009, which expired June 22, 2019.

Section 3. Adoption of Revised JCVAB By-Laws. BoCC hereby adopts revised By-Laws, which is attached as **Attachment B (By-Laws)**, and recommended by JCVAB. These By-Laws replace the previous By-Laws adopted May 2, 2025.

Section 4. Jefferson County Veterans’ Assistance Fund. The Jefferson County Veterans’ Assistance Fund shall continue to be administered pursuant to the requirements set forth in chapter [73.08](#) RCW or as hereafter amended.

Section 5. Jefferson County Veterans’ Assistance Fund Payments Ratified. Any vouchers, including funeral payments, made after the expiration of the 2009 Agreement, which expired on June 22, 2019, and adoption of the new Policy on Distribution of Jefferson County Veterans’ Assistance Funds, are hereby ratified because those funds are authorized by law for veterans’ relief and were used for their rightful purpose.

Section 6. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 7. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800](#)(19).

Section 8. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by BoCC.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

ADOPTED this ____ day of _____ 2025.

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

ATTACHMENT A

Policy on the Distribution of Jefferson County Veterans' Assistance Funds



Jefferson County, WA POLICY

1820 Jefferson Street
P.O. Box 1220
Port Townsend, WA 98368
360-385-9100
www.co.jefferson.wa.us

POLICY TITLE: Jefferson County Veterans' Advisory Board (JCVAB)			
SUBJECT: Distribution of Jefferson County Veterans' Assistance Funds			
ORIGINATED DATE: August 15, 2025	REPLACES DATE: N/A	EFFECTIVE DATE: Upon approval by BoCC	RENEWAL DUE DATE:
CREATED BY: Jefferson County Veterans' Advisory Board		APPROVED BY: Jefferson County Board of County Commissioners	

I. PURPOSE

The purpose of this Policy is to assist the Jefferson County Veterans' Advisory Board (JCVAB) in working with Jefferson County to administer disbursement of funds from the Jefferson County Veterans Assistance Fund through a voucher system.

II. POLICY STATEMENT

- A. This policy sets forth the conditions for dispersal of funds from the Jefferson County Veterans' Assistance Fund for relief to discharged, indigent Veterans who meet the definition of "Qualifying discharge" and their dependents as outlined in RCW 73.04.005.
- B. Substitute House Bill 1189, an act relating to Veterans' relief became effective July 24, 2005. This act amended RCW 73.08.010, 73.08.070, and 73.08.080, added new sections to chapter 73.08 RCW, created a new section, and repealed RCW 73.08.030, 73.08.040, 73.08.050. RCW 73.08.005 Intent – 2005 c 250(2) states:

"That the Legislature recognizes that ongoing Veterans' relief or assistance programs in some areas of the State have provided meaningful assistance to indigent Veterans and family members. The Legislature further recognizes that Veteran's service organizations have traditionally been the initial point of contact for indigent Veterans and family members seeking assistance. In recognition of these factors, the Legislature intends to authorize, upon satisfaction of certain administrative requirements, existing Veteran's relief or assistance programs to continue providing needed and effective assistance to indigent Veterans and their families."

III. GENERAL GUIDANCE

Overarching general guidance for this Policy is that the Veterans' Assistance Fund should be efficiently administered for the benefit of qualified Jefferson County Veterans. It has been the position of Jefferson County that all Veterans who have resided in Jefferson County continuously for 6 months and have served our country honorably are eligible to apply for the Veterans' Assistance Fund. Veterans deserve to be treated equally and with respect,

dignity, compassion and fairness. The Veterans' Assistance Fund is authorized by RCW 73.08.010 and funded by RCW 73.03.080.

IV. APPLICANT ELIGIBILITY

A. RCW Requirements:

Under the Revised Code of the State of Washington (RCW), all Veterans, their dependents, widows, and dependents are eligible for emergency assistance. Using the RCW as guidelines, the following are established as "Criteria for Assistance."

1. Veterans must meet the depiction in RCW 73.08.005.
2. Veterans must be indigent as the term is defined by chapter 73.08 RCW, unless the definition of indigent is modified to widen eligibility by the County Commissioners as is permitted by the 2005 amendments to chapter 73.08 RCW. Chapter 73.08 RCW, as amended in 2005, establishes three possible definitions of indigency, specifically the applicant is:
 - a. Receiving public assistance, including but not limited to, public assistance, food stamps or separated Security Income;
 - b. Receiving a net income, i.e., after taxes, that does not exceed 200% of the current federally established poverty level; or
 - c. Unable to pay reasonable costs for shelter, food, utilities and transportation because his or her available funds are insufficient.
3. Veterans must be a resident of resident of Jefferson County for at least 6 months and show proof of residency. Acceptable forms of proof include, but are not limited to: driver's license with Jefferson County address, utility bill in their name, etc.
4. Veterans must provide proof of identification (as to their identity and as to their veteran status) and documentation of eligibility of dependents in a manner consistent with "B" below.

B. Required Documentation:

1. Veterans must provide a complete and legible copy of their Discharge from Active-Duty Form 214 (DD214). If the quality of the DD214 is poor, JCVAB may require the Veteran to provide a certified copy of their DD214. If discharge prior to 1950, a Certificate of Discharge and a photocopy of such form must be attached to the application.
2. Documents other than DD214s or Certificates of Discharge, which give service dates and character of service may be accepted in lieu of proper discharge papers on a temporary basis, but only when they are issued by a recognized agency, i.e., Veterans Administration or AMVETS Service Office. These documents are acceptable on a temporary basis only and must be written on letterhead stationery

from the issuing agency. The copy of application for a DD214 can be used for one time only.

3. An applicant shall be informed that assistance approved based on other documents discussed in IV(B)(2) is on a temporary basis only and that further assistance will require proper discharge documentation.

C. JCVAB final Arbiter:

Service Officers appointed by JCVAB are the final decision-makers as to whether a person is eligible for funds from the Veterans' Assistance Fund, subject to appeal to the Veterans' Appeals Board (comprised of JCVAB members also appointed by JCVAB but separate than those who serve on the Veterans' Assistance Fund), which then is subject to a final appeal may be made to the County Administrator.

V. DISTRIBUTION OF FUNDS

A. General Information:

1. All requests for funds require that a **Veterans' Assistance Fund Application** (attached), which shall be filled out and signed by the Veteran, widow, or dependent.
2. Assistance to qualified applicants is provided by the JCVAB and Jefferson County primarily in the form of direct relief to a vendor or the use of vouchers. Assistance may also be given by the JCVAB through referrals, counseling, or by acting as a liaison for the applicant. A Veteran or Veteran's widow, widower, dependent, or authorized person on behalf of dependent shall be eligible to make application for assistance for emergency needs limited to \$2,390 per calendar year.
3. Monetary limits on all types of vouchers are detailed in the section with that heading. All vouchers issued are classified into one of the follow categories:
 - a. Food & Necessities;
 - b. Rent;
 - c. Utility;
 - d. Medical; or
 - e. Miscellaneous.
4. Expenses in excess of the amount written on the voucher are the responsibility of the applicant. No cash, coupon, or credit of any type is to be given if purchase is less than the amount written on the voucher. In other words, the Veteran cannot trade in all or a portion of the voucher for cash, coupons, or credit.

a. Food:

- i. There is no set number of times an applicant can receive assistance. However, vouchers are intended for emergency use and requests for frequent assistance should be reviewed carefully and the applicant reminded of the emergency nature of the fund.
- ii. Food vouchers shall be issued for the maximum amount as follows: Single Veteran \$240, Married Veteran \$320 Married Veteran with dependents \$320 plus \$80 per dependent.
- iii. Food vouchers are issued for necessities only. The purchase of any alcohol or tobacco products is prohibited. Sundries may be purchased; however, such purchases should be for necessary items, i.e., paper products, toiletries, etc. Purchases of prohibited or questionable items are to be documented in the Veteran's record. Upon a subsequent visit the Veteran should be questioned by the JCVAB representative regarding the purchase. Repeated violations, after warnings, are considered adequate grounds for termination of assistance. If the abuse is flagrant, a report is to be submitted to the County Prosecuting Attorney.

b. Rent:

- i. Funds are used to assist a Veteran to remain in a domicile or to provide temporary shelter to get a Veteran off the streets. To receive rent assistance, an applicant must provide proof of residency in the dwelling indicated. A rental agreement from the landlord, and notice of eviction with eviction date is required. Rent usually is not paid to relatives of the applicant. To receive assistance, rent must be past due and to prevent an eviction.
- ii. Rental assistance depends heavily upon the circumstances of applicant and the interview held by the Veterans' Assistance Fund. Rental assistance requests should be thoroughly investigated.

3. Utilities:

- i. Assistance for electricity, water, and natural gas will require submission of a late notice or shut off notice.
- ii. It is the responsibility of the JCVAB to maintain a liaison with the utility companies to assure that the amount of assistance is adequate enough to prevent a shut-off. It is considered expedient to assist only when it will prevent a shut- off.
- iii. A telephone, while considered a utility is generally not considered a necessity and does not qualify for assistance. Exceptions are considered on an individual basis and are restricted to situations where the telephone would be considered essential because of medical problems, etc.
- iv. Use of utility funds to pay for deposits is not allowed.

4. Medical:

- i. Assistance is granted to aid qualified applicants for the purchase of prescription medication. Usually, assistance is granted on a one-time basis for up to \$160. However, in cases of extreme medical need and indigence, medical assistance may be granted on a monthly basis. Such cases are usually limited to assisting with an acute medical problem. Qualified applicants must be aware of the requirement that on-going medical assistance must be of an emergency nature.
- ii. Medical assistance may not exceed the annual limit, but may be used to pay for eye glasses, dental work, or dentures with a doctor's note or a prescription.

5. Miscellaneous:

Reasonable areas of assistance that cannot be classified as food, rent, utility or medical will be classified as miscellaneous. Typical areas of miscellaneous assistance include travel and clothing. There are restrictions on granting assistance for these items – see below.

B. Expenditures Not Eligible for Veterans Relief Funds:

There are areas where Veterans' Relief Funds cannot be used for assistance. These areas include but are not limited to the examples below:

1. Travel expenses are limited to the expense of the applicant to perform necessary travel. Currently travel funds are restricted exclusively to those who need assistance for medical purposes. Assistance is granted by providing a voucher to assure the applicant has an adequate amount of fuel to perform travel in the amount up to \$80.
2. Travel assistance for job search is provided on a case-by-case basis.
3. Assistance for travel out of state is not provided. This includes out of state assistance to attend funerals.
4. Determination of legitimacy of a request for miscellaneous funds in any area not specifically mentioned above will be made by the JCVAB.
5. Up to \$800 may be paid for funeral expenses related to the death of a Veteran, his spouse, or dependent child up to 18 years-of age. Reimbursement for funeral expenses may be paid for up to one (1) year from the date of death.
6. In the case of a catastrophic emergency such as fire, flood or wind storm which damages a Veterans' residence or possessions an individual member of the JCVAB is authorized to render relief from the Veterans Relief Fund as necessary to meet the immediate needs of the Veteran. If the Veteran requests further assistance, the JCVAB will convene a special meeting to review the request. The JCVAC, in coordination with the County Administrator, may approve an amount of relief over the annual threshold.

VI. APPEAL OF VETERANS FUNDS

- A. Request for Funds above specified limits: If a Veterans Organization or the JCVAB determines that a situation exists which requires consideration of assistance in excess of the maximum amounts set forth herein, an appeal may be made to the JCVAB, and upon approval of the JCVAB, additional funds may be disbursed, with the approval of the County Administrator.
- B. Applicant Appeal: Any request for assistance that an applicant feels was not acted upon properly by the JCVAB, may be appealed to the Veterans' Appeals Board within fourteen (14) days of the date the application was denied by the JCVAB. The Veterans' Appeals Board consists of two JCVAB members, separate than those who serve on the Veterans' Assistant Fund, and who serve under the Jefferson County's Veterans Associate Program Coordinator in a volunteer capacity. A final appeal, after a final decision is issued by the Veterans' Assistance Board, may then be submitted to the County Administrator.

VII. MEETING PLACE (POST) RENT MAY BE PAID OUT OF COUNTY FUND

A post for veterans typically refers to a local chapter of a national veterans' organization, such as the American Legion or the Veterans of Foreign Wars (VFW). These posts serve as community centers where veterans can gather, share experiences, and engage in activities that promote camaraderie and support. RCW 73.04.080 authorizes rent for these posts to be paid to nationally chartered Veterans' organizations provided that the post is not purchasing property for which rent will be paid and the amount to be paid is \$240 or the actual amount of rent paid, whichever is less. Said post is not renting from another post of the same organization, i.e., post rent cannot be paid to a VFW post renting a VFW hall or an AMVEST post renting from AMVETS, etc.

VIII. MONITORING THE COUNTY'S VETERANS RELIEF FUND BALANCE

- A. JCVAB will work with the Clerk of the Board of County Commissioners or designee in setting and monitoring the annual budget for the Veterans Relief Fund and the annual tax levy for the fund. A report of expenditures and revenues will be forwarded to the JCVAB at least quarterly, or more frequently if warranted. The Clerk of the Board or designee will work with the JCVAB to prepare a preliminary budget of expenditures each year.
- B. If JCVAB determines that a change of any kind is required in the amount of taxes to be levied by the County for the Veterans Relief Fund, the JCVAB will submit a written recommendation for the levy amount change to the Clerk of the Board for consideration by the County Commissioners during their annual budget deliberations.

IX. POST RELIEF FUNDS

If a Jefferson County Veterans Organization provides relief funds to a needy Veteran from their own Post Assistance Fund, they shall not receive any monies in return from the Country Veterans Relief Fund.

APPROVED AND ADOPTED this _____ day of _____ 2025.

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC, Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

ATTACHMENT B
Revised JCVAB By-Laws

2025

Jefferson County Veterans' Advisory
Board (JCVAB)
By-Laws



Jefferson County
Veterans' Advisory
Board

(JCVAB) By-Laws

08/25/2025

By-laws, August 25, 2025

Jefferson County JCVAB By-Laws

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Jefferson County JCVAB By-Laws

1. NAME

This organization, shall be known as **JEFFERSON COUNTY VETERANS' ADVISORY BOARD**, hereinafter referred to as JCVAB.

2. AUTHORITY FOR JCVAB

Dating back to before Washington State established statehood, the United States of America has recognized the need for veterans' assistance. For example, in 1893, Washington State established Relief of Union and Mexican War Soldiers, Sailors, and Marines. In 1907, this was broadened to Relief of Soldiers, Sailors, and Marines and their Families. Since then, there have been many iterations of Veterans' assistance programs authorized by Washington State.

Jefferson County has a strong tradition of supporting local Veterans has consistently worked to implement state legislation on a local level. The Jefferson County's Veterans Assistance Fund is authorized by RCW 73.08.010 and funded by 73.08.080. The Veterans' Assistance Fund provides tax funds for the provision of emergency relief for funding for indigent veterans who have been residents of the State of Washington for at least one year, and their dependents, to pay for certain short term, emergency assistance with food, shelter, utilities and other necessities of life.

On January 3, 1994, the Jefferson County Board of County Commissioners (BoCC) adopted Ordinance Number 01-0103-94 authorizing the execution of an agreement between Jefferson County and Jefferson County Veterans' Service Officers Association (JCVSOA) for the disbursement of funds from the Jefferson County Veterans Assistance Fund.

RCW 73.08.035 requires that the legislative authority for each county establish a Veterans Advisory Board and solicit representatives from the local branch of nationally recognized veterans' service organizations or the veterans' community at large, or both, to serve on the Veterans Advisory Board.

The county legislative authority shall consult with and solicit recommendations from the veterans' advisory board established under RCW 73.08.035 to determine the appropriate services needed for local indigent veterans.

On November 2, 2015, BoCC adopted Jefferson County Resolution Number 39-15 setting forth the relationship between JCVSOA, JCVAB, and the Veterans' Assistance Fund.

3. PURPOSE OF JCVAB

The purpose of JCVAB is:

- A. To assist the Veterans' Organizations of Jefferson County in carrying out their duties as prescribed by their respective organizations.

Jefferson County JCVAB By-Laws

- B. To be the organization to work with the County in the disbursement of funds from the Jefferson County Veterans Assistance Fund through a voucher system.

4. DUTIES OF JCVAB

JCVAB is required by RCW 73.08.035.

RCW 73.08.035

Veterans' advisory boards.

(1) The legislative authority for each county must establish a veterans' advisory board. Upon its establishment, the board shall advise the county legislative authority on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families.

(2) The county legislative authority must solicit representatives from either local branches of nationally recognized veterans' service organizations or the veterans' community at large, or both, to serve on the board. No fewer than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans are eligible to serve as board members.

(3) Service on the board is voluntary. The county legislative authority may provide for reimbursement to board members for expenses incurred.

[2005 c 250 s 4.]

NOTES: Intent—2005 c 250: See note following RCW 73.08.005.

JCVAB advises BoCC on policy recommendations and appropriate services needed for local indigent veterans.

Each year, JCVAB appoints two Service Officers to serve as Jefferson County volunteers on the Veterans' Assistance Fund and two separate JCVAB members to serve as Jefferson County volunteers on the Veterans' Appeal Board.

5. MEMBERSHIP, TERM, AND APPOINTMENT FOR JCVAB

JCVAB membership shall consist of at least one (1) appointee from each nationally chartered veterans' organization in Jefferson County and one (1) Service Officer-at-Large.

Jefferson County JCVAB By-Laws

The Service Officer-at-Large will be recommended by JCVAB Officers and will serve a term of one (1) year.

No fewer than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans are eligible to serve as board members.

All JCVAB members are appointed by the BoCC.

6. NO COMPENSATION FOR MEMBERS OF JCVAB

Pursuant to RCW 73.08.035(3), service on the board is voluntary. The county legislative authority may provide for reimbursement to board members for expenses incurred.

7. JCVAB OFFICERS, DUTIES, AND POWERS

At the first meeting of each year, JCVAB shall elect officers for the ensuing calendar year.

Officers shall consist of a Chair, a Vice-Chair, and a Secretary, all of whom shall hold office for the ensuing year or until their successors are duly elected.

The full membership of JCVAB may fill any vacancy, which may occur in any of the offices.

The Chair shall:

- a. Preside over all meetings of JCVAB;
- b. Be the liaison between JCVAB and the County Commissioners;
- c. Establish, provide notice, and be the contact person for the Service Officers assigned to work at the Jefferson County Courthouse on a weekly basis; and
- d. Settle disputes between Service Officers regarding any Veterans Assistance Fund application before it is submitted to the County for payment.

In case of absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Chair or the membership.

The Secretary shall ensure that the Jefferson County's Veterans' Assistance Program Coordinator is maintaining the following:

Jefferson County JCVAB By-Laws

- a. Is responsible for recording the activities of JCVAB and maintain appropriate files, mailing lists and necessary records;
- b. Keeping the minutes of the meetings of the members and cause them to be recorded in a book kept for that purpose;
- c. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolution not otherwise committed; and,
- d. Notify members and officers of their election.

8. PROCEDURE FOR REMOVAL OF A JCVAB OFFICERS AND MEMBERS

JCVAB may remove any officer, whom they elect by the following procedure: Any member of JCVAB may offer a motion for removal at a meeting. If the motion is seconded, it shall be considered and voted on at the next regular meeting or at a duly noticed special meeting of JCVAB. Approval of a motion to remove shall require a two-thirds majority of the members present and voting.

JCVAB may recommend removal of any member from the VAB by the following procedure: Any member of JCVAB may offer a motion for recommending removal of a member serving on JCVAB at a meeting.

Approval of a motion to recommend removal shall require a two-thirds majority of the members present and voting. The recommendation for removal is then put forth to the BoCC, who may remove a VAB member for cause by majority vote.

As stated in Section 18, a JCVAB member who accrues three (3) consecutive, unexcused absences from regular or special meetings, or is unable to be reached via normal channels of communication (e. g., after efforts have been made to contact via phone, email or letter), may be recommended to the BoCC for removal from JCVAB by the Chair with the concurrence of a majority of the members.

9. SUB-COMMITTEES OF JCVAB

The Chair may appoint such standing and ad hoc sub-committees as may be considered useful and appropriate to investigate any matter of interest to JCVAB.

At the Chair's discretion, or by a majority vote of JCVAB voting members, an item may be transmitted to a subcommittee for review and comment. The Chair shall establish a deadline for subcommittee review, provide members with direction or any specific review questions, and schedule regular updates from the sub-committee, as necessary. If the sub-committee fails to meet the review deadline, JCVAB shall proceed to take action without sub-committee comment.

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No sub-committee shall contain more than a quorum of JCVAB members. No JCVAB member who is not a member of a sub-committee may attend a sub-committee meeting; otherwise, all OPMA requirements would apply to the sub-committee meeting. If more than a quorum JCVAB members are present at a sub-committee meeting, the sub-committee meeting shall be adjourned immediately.

Sub-committees may meet informally, without minutes; however, the sub-committee shall keep JCVAB Chair informed, and report to the full JCVAB at each JCVAB meeting which occurs while the sub-committee exists.

9. JCVAB MEMBER ROLES AND RESPONSIBILITIES

JCVAB members shall:

- Act as a participant, reviewer, and advisor regarding JCVAB's statutorily mandated duties.
- Serve at the pleasure of the BoCC.
- Actively participate in JCVAB discussions and official JCVAB comments.
- Keep JCVAB discussions and activities focused on topics relevant to JCVAB's duties.
- Attend regular and special meetings of JCVAB.
- Read background material, review agenda and notes for each meeting of JCVAB, and prepare questions and comments in advance of the meeting as needed.
- Be a respectful participant, treating others with respect and kindness.

10. REGULAR MEETING SCHEDULE FOR JCVAB

JCVAB Regular Meetings are held in the BoCC Chambers.

JCVAB shall meet at least once a calendar year, or more if needed to:

- Conduct any necessary business.
- To establish the schedule of Service Officers to review and approve the Assistance Fund Applications submitted to Jefferson County.

JCVAB Special Meetings are held in the BoCC Chambers and set as needed or at the direction of the Chair. All special meetings are open to the public as required by Chapter 42.30 RCW, the Open Public Meetings Act (OPMA).

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11. QUORUM REQUIREMENT

A quorum is required to be present before an official, regular or special meeting of JCVAB can take place.

A simple majority of JCVAB members shall constitute a quorum.

Members may be in-person or hybrid.

12. VOTING

Each member shall be allowed one vote on items considered by JCVAB.

Proxy votes are not permitted.

13. CONFLICT OF INTEREST AND APPEARANCE OF FAIRNESS FOR MEMBERS

Members of JCVAB shall not be disqualified from participating in any meetings, or in the preparation of any reports, recommendations or correspondence of JCVAB based on any potential or actual conflict of interest. A JCVAB member is not prohibited from using their general expertise to educate JCVAB or provide general information to JCVAB on a decision item.

However, members of JCVAB shall disclose personal or business interests that may conflict with a matter of discussion by the committee immediately that might tend to prejudice the member's participation in any meetings, reports, recommendations and correspondence of JCVAB.

JCVAB members shall comply with the code of ethics for municipal officers, chapter 42.23 RCW, in the performance of their duties. Specifically, at any time a proposal is received by JCVAB that appears to benefit any member of the committee that person shall recuse themselves from any decision related to that proposal.

14. REPORTS, RECOMMENDATIONS AND CORRESPONDENCE FROM JCVAB

Reports, recommendations and correspondence from JCVAB shall be made by consensus, if possible, and will seek opportunities to develop group solutions and resolve conflicts. To reach a consensus decision, JCVAB members will make proposals, hold additional discussion, and then the Chair will call for the consensus decision on the proposal.

If consensus is not possible, then reports, recommendations and correspondence shall be submitted to the BoCC on behalf of a majority of the members over the signature of the Chair. Minority reports, if any, shall be attached to, and forwarded with such reports, recommendations or correspondence without comment by the Chair.

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Concerning items of less formal advice: after discussion in one or more meetings, JCVAB shall adopt, by consensus, a written report on JCVAB's findings.

15. COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT IS REQUIRED

Because BoCC is required to consider JCVAB recommendations before taking final action, all meetings of JCVAB are subject to and shall conform with the provisions of the OPMA, chapter 42.30 RCW.

16. NOTICE OF EACH MEETING

A meeting of JCVAB will be either a regular meeting pursuant to the regular meeting schedule in Section 10 or a special meeting.

A meeting of JCVAB that is not conducted in the place or the time posted in the regular meeting schedule is a special meeting. Special meetings shall comply with the special meeting notice requirements in OPMA, RCW 42.30.080.

For special meetings, RCW 42.30.080 requires at least 24-hour notice that specifies the time and place of the special meeting and the business to be transacted. Notice for a special meeting must be: (a) Posted on an agency's website; (b) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location; and, (c) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the Board a written request to be notified of such special meeting or of all special meetings.

17. AGENDA FOR EACH MEETING

The Chair shall place the interests of the committee above any personal interest. The Chair shall place items on the upcoming agenda, which shall allow for public comment prior to taking final action, consistent with RCW 42.30.240(1).

JCVAB shall make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting.

JCVAB members wishing to review item(s) shall consult with JCVAB staff who will ask the Chair for permission to place the item(s) on a future agenda.

18. ABSENCES

JCVAB members shall notify the Chair and JCVAB staff if the member is unable to attend a JCVAB regular meeting. The Chair, with assistance JCVAB staff, shall document the excuse provided for the absences in question. If no excuse is giving for a particular absence, it shall be considered unexcused.

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At the start of each meeting, the Chair will ask JCVAB staff to call the roll of JCVAB members. For any member absent, the Chair shall announce whether the member's absence is excused or unexcused. JCVAB staff will record the roll call, and notify the Chair if a quorum is present.

JCVAB staff will maintain an ongoing attendance record for all JCVAB members and provide this record to all JCVAB members, in writing, at least quarterly.

A JCVAB member who accrues three (3) consecutive, unexcused absences from regular or special meetings may be recommended to the BoCC for removal from JCVAB by the Chair with the concurrence of a majority of the members.

19. CONDUCT OF EACH MEETING OF JCVAB

- a. All meetings of JCVAB shall comply fully with OPMA, including but not limited to: (a) The limitation on taking action on items not listed on the notice for a special meeting; and, (2) OPMA's public comment requirements.
- b. JCVAB meetings shall follow procedural guidance set forth in Jefferson County Resolution Number 50-22, Open Public Meeting Act Guidelines for County Boards, Commissions & Committees.
- c. Members and visitors at the meetings will treat each other with respect, will not monopolize meeting time, and will listen to and try to understand each other's views.
- d. The meeting agenda shall be constituted as follows:
 - i. Call to Order and Roll Call
 - ii. Public Comment
 - iii. Approval and Correction of Minutes from Previous Meeting(s)
 - iv. Committee Reports
 - v. Staff Reports
 - vi. Old Business
 - vii. New Business
- e. Committee and Staff reports may be held in abeyance if they relate to old or new business items.

20. RECORD OF MEETINGS OF JCVAB

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Regular and special meetings of JCVAB shall be electronically recorded by audio or video, and the recording shall be made available online for a minimum of six months.

21. MINUTES OF MEETINGS OF JCVAB

The minutes of all regular and special meetings of JCVAB, except executive sessions, shall be promptly recorded and such records shall be open to public inspection. JCVAB staff member shall prepare minutes which shall be considered, revised (if necessary), and adopted by JCVAB ideally at its next regular or special meeting.

22. AMENDMENT OF THESE BY-LAWS

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the members, provided notice of the proposed change is included in the notice of such meeting, and provided the BoCC approves any By-law amendments by a majority vote.

23. SAVINGS CLAUSE

Should any portion of these By-laws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these By-laws.

24. EFFECTIVE DATE

These By-Laws for JCVAB repeal and replace any By-Laws adopted prior to this date. These Bylaws are effective upon immediately after approval by the BoCC.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

Jefferson County JCVAB By-Laws

ADOPTED THIS _____ DAY OF _____, 2025.

JEFFERSON COUNTY VETERANS' ADVISORY BOARD

John Hamilton, Chair

ADOPTED this _____ day of _____ 2025.

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member