



Chelan County Veteran Advisory Board Meeting Minutes



November 20, 2025

1pm-2:30pm

Location: Economic Services Conference Room (400 Washington Street)/ Zoom

Meeting Agenda

I. CALL TO ORDER & ATTENDANCE

II. PUBLIC COMMENT PERIOD

The "Public Comment" period provides an opportunity for members of the public to address the Veteran Advisory Board on items either not on the agenda or not listed as a public hearing. The Veteran Advisory Board Chairperson will ask if there are any citizens wishing to address the Veteran Advisory Board. When recognized, please provide your name and address and state the matter of your interest. Citizen comments will be limited to three minutes.

III. ADMINISTRATIVE AFFAIRS

Approval of agenda and minutes from the September 18, 2025 Meeting

IV. NEW BUSINESS:

1. Template of the future quarterly

V. UNFINISHED BUSINESS

VI. REPORTING

VII. OTHER

VIII. ADJOURNMENT

I. Call to Order & Attendance

Meeting Called to Order at: 1300

Members in attendance:

Name	Position	In Attendance?
<i>Jim Cook</i>	<i>Chair</i>	<i>Present @ 1:45</i>
<i>Robin Bloch</i>	<i>Vice Chair</i>	<i>Present</i>
<i>April Featherkile</i>	<i>Voting Member</i>	<i>Present</i>
<i>Norm Gutzwiler</i>	<i>Voting Member</i>	<i>Present</i>
<i>Butch Sims</i>	<i>Voting Member</i>	<i>Present</i>
<i>Jim Walters</i>	<i>Voting Member</i>	<i>Present</i>
<i>Josh Williams</i>	<i>Voting Member</i>	<i>Present</i>
<i>Tony Sandoval</i>	<i>Non-Voting Member</i>	<i>Present</i>

Chelan County Staff in Attendance:

Name	Title	In Attendance?
<i>John Tamngin</i>	<i>Veteran Service Officer</i>	<i>Present</i>
<i>Anna Witherington</i>	<i>Administrative Assistant/Secretary to VAB</i>	<i>Present</i>
<i>Amber Hallberg</i>	<i>Community Services Manager</i>	<i>Present</i>
<i>Ron Cridlebaugh</i>	<i>Economic Services Director</i>	<i>Not Present</i>

II. Public Comment Period

If applicable

III. Administrative Affairs

a. Approval of agenda

Motioned by: Not captured by VSO team.

Seconded by:

Motioned carried: Yes

b. Approval of the Minutes from the September 18, 2025 Meeting, as corrected.

Motioned by: Josh W.

Seconded by: Butch S.

Motioned carried: Yes

IV. New Business

- a. VSO out of the office. Anna who is accredited as a VSO is filling in for VSO John on leave. Temporary replacement, Patty Etzkorn is filling in for Administrative Assistant/Secretary to VAB.
- b. VAB requested VSO reporting details. Amber has provided some potential data points for reporting. Form and format under discussion at VSO dependent on what data is available to produce for future VAB meetings. Discussion of data points. Not currently able to report out of system. Data will need to be "cleaned up" for accurate data to be produced. Still not able to produce data unless manual. The State's system has some data points that can be provided. Those data points are: Claims submitted; Issues submitted; Claims rated by VA; Issues Rated by VA; Issues Granted by VA; Batting average – calculated by issues rated vs issues granted; Money. These statistics are available quarterly. Going forward, the VAB would like the following reported, but not limited to, on a quarterly basis. The VAB is interested in:
 - i. How many claims come in?
 - ii. Number of active claims?
 - iii. How many claims have been closed?
 - iv. How many intends to file?
 - v. How many referrals?
 - vi. Who is responsible for the above?
 - vii. Return on Investments (ROI) benefits of claims in dollars?Jim Walters will continue to forward information from other VSOs in WA State. Patty Etzkorn will contact those VSOs focusing on reporting data points and what and how do they report.
- c. VAB has requested a meeting with the commissioners. Jim Cook and Robin Bloch would like to meet with Shon Smith. To date, no meeting has been scheduled. Amber has been working on scheduling a meeting. Amber will report at next meeting the status of her efforts.
- d. Discussion of VAB proposed meeting schedule for 2026. VAB approved dates with the exception of the June 18th meeting. Requested the meeting be marked "tentative". The VAB will decide after the April 16th meeting whether or not to hold the meeting on June 18th. Jim Walters motion to approve schedule. Butch Sims 2nd. Motion carried. Jim Walters requested that the revised meeting schedule be sent out with the minutes.
- e. VAB wants VSO budget review every 6 months with Amber. Jim Walters made motion. 2nd April Featherkile. Budget meeting is currently scheduled for the April 16, 2026 meeting.
- f. Jim Walters questioned whether or not the plan was to add a VSO in 2026? Has the Board of Commissioners approved? Discussion. Amber would be the person to speak on this subject. Add as Agenda item for January 2026 meeting.
- g. Anna Witherington advised the VAB that due to scheduling conflicts, the 2026 Purple Heart event cannot be held at Pybus. Discussion of potential locations: CTC, gym? Agenda item for January meeting.

V. Unfinished Business
<p>a. Anna will send out PnP edits for approval. Discussion status of Policies and Procedures (PnP). Patty Etzkorn is working on the draft and will be responsible until her temporary assignment is complete. In draft form now. Will need to be reviewed by Amber (in process). Then draft will be reviewed by Anna and Tony. The draft will be sent via e-mail to the VAB board by mid-December for the VAB to review, comment and be prepared to discuss at the January 15, 2026 meeting.</p> <p>Discussion of expenses and per diem. VAB does not want to provide diems as a part of expenses. VAB is okay with mileage expenses (RCW 73.08.035). Mileage expenses will be in the revised PnP and the associated form to claim or abstain from submitting for reimbursement of mileage. Butch Sims motion; 2nd by Jim Walters. Mileage cannot be claimed for 2025 not in current PnP and the Chelan County Commissioners have not authorized.</p> <p>b. Jim W. updated on talk with Ron and Amber</p>
VI. Reporting
<p>a. Veteran Relief Fund Assistance</p> <p>b. Quarterly Budget Update (If applicable)</p>
VII. Other
<p>If applicable</p> <p>a. Jim Walters would like to use the screen at the next meeting. Contact for the use needs to be made through Amber or Administrative Assistant Paula.</p> <p>b. Veterans Hall made \$3,000 off the concert.</p> <p>c. Anna will not be present at the Company Creek meeting on Friday. Company Creek has been notified. She will be at the Parks Building in Manson 11-12:30 and the VFW in Chelan 1-2:30.</p> <p>d. Jim Cook notified the VAB that he will be stepping down as the Chair effective 11/20/24. Robin Bloch will take over as Chair. Discussion Jim Walters take over the Chair position. Robin Bloch Motioned. Seconded by April Featherkile. Motion carried.</p>
VIII. Adjournment
Meeting Adjourned at: 14:27

Next Meeting Details		
Date	Time	Location
Thursday, January 15, 2026	1pm-2:30pm	Zoom (link below)
Meeting Location – Zoom Link:		
<p>Topic: January VAB Meeting</p> <p>Time: January 15, 2026 01:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting:</p> <p>https://us06web.zoom.us/j/88457481355?pwd=4RdztXOf7z7f5gXsLpXRWPqMcgbFVY.1</p> <p>Meeting ID: 884 5748 1355</p> <p>Passcode: 916881</p>		

Meeting Contact:

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